

Active Citizenship Honours Course **Social and Public Policy**

Co-assessed Oral Presentation Guidance Notes

To be used in conjunction with the Co-assessed Oral Presentation Form

Introduction

The oral presentations are to help you develop your confidence, communication, critical thinking, and self-assessment skills, which are all valuable for your future employability and lifelong learning.

Presentation 1

My Placement

The first oral presentation will be formatively co-assessed. This means that our agreed mark will not count towards your final grade. As such, this exercise provides you with an opportunity to practice and develop your presentation skills and to become familiar with the co-assessment process.

The aims of the presentation are to give a brief and succinct summary of

- the nature of your placement, and
- what particular skill or personal attribute you intend to develop through this placement or personal intended learning outcome (ILO)

Your talk should be no longer than five minutes and without the use of PowerPoint.

Presentation 2

Critical Reflection on the Development of Skills and Attributes

The second oral presentation will be summatively co-assessed, which means that the agreed mark will count, weighted at 10%, towards your final grade for this course. By doing this, you will be actively involved in the process of assessment for your final degree classification.

The aims of the presentation are to critically reflect on

- your experience of service-learning, and
- the development of the skill or attribute you claimed as your personal ILO

An example or examples of how your learning occurred must be given.

Your talk should be no longer than five minutes and without the use of PowerPoint.

Giving your presentation

CONTENT - This aspect demonstrates your knowledge and critical thinking skills.

See items 1 to 3 on the Co-assessed Oral Presentation Form

Presentation 1 should include:

- a brief outline of your placement e.g. the aims of the welfare agency and the type of service it provides
- your personal intended learning outcome (ILO) e.g. a skill or attribute you intend to develop in your role as volunteer*

* you should discuss this with the supervisor at your placement

Presentation 2 should include:

- critical reflection on your experience of service-learning
- what skill or attribute you have developed and how this has occurred

DELIVERY - This aspect demonstrates your communication skills.

See items 4 to 6 on the Co-assessed Oral Presentation Form

There are different types of communication. Think about how you sound, be aware of what movements you make, and in what ways you ‘connect’ with your audience.

Consider:

Fluency (e.g. flowing, hesitant)

Clarity (e.g. clear, mumbled, confused)

Volume (e.g. loud, medium, quiet)

Pace (e.g. fast, medium, slow)

Engagement (e.g. confident, enthusiastic, eye contact, open posture, gestures and facial expressions)

Assessing your presentation

As the presentations will be video recorded there will be ample opportunity for you to reflect and complete your self-assessment using the co-assessed oral presentation form. The recording will be posted on Moodle and you will have one week to view them as many times as you wish. It may be easier to view them on campus, depending on the nature of your electronic device.

The assessment will focus on two major aspects of your presentation: **content** and **delivery**. Tick the appropriate box that you think most accurately corresponds to your performance on each aspect. Write honest and critically reflective comments on how you made your presentation, for example, what went well, how it could be improved, and what you learned from it. Then with reference to the University’s Code of Assessment give yourself a mark using the alphanumeric scale. Your self-assessment will be discussed along with the Course Convenor’s assessment, and together a final mark will be agreed, see below.

Giving a Mark

You must consider the presentation overall and decide what mark it merits. Begin by selecting what description you would use, e.g. good, very good, etc and then use the corresponding grade:

Excellent	A
Very Good	B
Good	C
Satisfactory	D
Weak	E
Poor	F
Very Poor	G
No credit	H

Next you must refine your mark by giving it a secondary band (this is using the alphanumeric scale). If you have given the presentation a grade B for example, the default secondary band will be 2, i.e. B2. However, you may consider that the presentation was slightly better than this, in which case you could give a mark of B1. Conversely, if you think the presentation was a little weaker you could award it B3. Remember there are five bands for grade A and only two bands for grade G.

The co-assessment process

You will meet individually with the Course Convenor to discuss your presentation and agree a mark. The completed assessment forms should contain authentic and critical comments to support the discussion. The completed oral presentation forms will then be retained in the Undergraduate Teaching Office for Examination Board purposes. In the event that an agreement of a mark cannot be reached, another member of staff may view the recording of your oral presentation and recommend a mark to the Course Convenor, who will then decide the final outcome. The External Examiner may also scrutinise the recording of your oral presentation. All marks are provisional until ratified by the Examination Board.

Finally

Whatever grade and secondary band you give the presentation, **you must be able to justify your decision reasonably.**

Be aware that the agreed mark for your formative oral presentation does not guarantee a similar or higher mark for your summative oral presentation.