

School Facilitator Information: Emailing of assignments/unsupervised tests for electronic marking

Students who have access to the Internet are being informed that they may submit assignments electronically if this has been arranged in advance with their tutor/marker and school ISO Facilitator

As a school ISO Facilitator, you will be asked whether you will allow students to send work to their tutor/markers electronically. This option is not appropriate for some subject areas and permission to submit assignments electronically is at the discretion of the tutor/marker.

If you choose to allow students from your school to forward assignments electronically, (if it is allowed by the tutor marker) it could expedite the marking process, and it would also reduce mailing costs for students or schools who currently send ISO materials by mail.

There are several factors that we would like you to consider before approving electronic submission of assignments by your students.

1. Student work must be emailed to distance.learning@gov.mb.ca. If assignments are sent directly to the tutor/markers, they will not be accepted, attachments will not be opened and they will be returned unread. Having mail sent to us first, allows us to open attachments at the Distance Learning Unit to virus scan them before sending them on to tutor/markers. It also allows us to enter the assignments as received into our student records data base.
2. Tutor markers will mark student work electronically and email it back to the email address the assignment originally came from.
3. Because student work that is marked electronically will be emailed back to the email address it was received from, this could result in the student receiving work back directly, rather than work being sent to the school. In your planning to implement and approve electronic submission of assignments, you may want to develop a protocol for students to follow when using electronic assignment submission to ensure you still have access to the information you require about student progress.

The January 2009 registration/admission form will have a check box that indicates the school is providing permission for assignments to be forwarded electronically.