# ASSESSMENT BRIEF – T2 2018

| COURSE: | Bachelor of Business / Bachelor of Accounting |
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| **Unit:** | Quantitative Methods |
| **Unit Code:** | QMTH 104 |
| **Type of Assessment:** | Assessment 3 – Group business report |
| **Length/Duration:** | 2000 words (maximum) |
| **Unit Learning Outcomes addressed:** | 1. Understand ethics and ethical behaviour in undertaking a statistical study. <br> 2. Interpret data by using descriptive statistics. <br> 3. Explain probability, probability distributions and their applications in decision making. <br> 4. Explain the concepts of statistical inference and its application. <br> 5. Interpret results and make decisions through the use of appropriate statistical techniques. |
| **Assessment Task:** | Business reports are practical learning tasks where students apply the theories they have been studying to real-world situations. The students are required to select a topic, collect information (Primary and/or secondary) and prepare a report describing a business problem or incident. This report should consist of (not inclusive) Abstract, Introduction, Objectives, Methodologies, Information Analysis, Findings, Recommendations, References, and Appendices. |
| **Total Mark:** | 100 marks |
| **Weighting:** | 25% |

This is an on-going mini research - group assignment that students need to carry out between week 4– 11. The title of the mini research is '*Expenditure Patterns of International Students in Australia (ExPat Survey, T2 2018)'*. Students need to follow the steps given bellow.

a. **Forming groups:** Students will be formed as groups (3-4 students) by the lecturer between week 3 and 4. Students MUST enroll in a group within this time frame in order to participate in this assignment task.

b. Prepare the survey questionnaire: Under the supervision of your lecturer design a survey questionnaire with 10 questions by week 5. The contents of the questionnaire must be as follows.

    a. No of Categorical questions – 4 (Gender, country, type of studies etc..)

    b. No of expenditure related questions – 5 (monthly rent expenditure, monthly internet expenditure, monthly entertainment expenditure etc..)

    c. Monthly average income

- **Logistics:** Group members need to print 20 copies of the questionnaire and prepare for the data collection

- **Sampling**: Select sample of 20 international students in your area **(sample size = 20)**

- **Data collection:** Students need to meet randomly selected 20 students and collect data using the printed survey questionnaire. – by week 6

- **Data filtering**: After completing the data collection transfer them into an excel sheet – by week 7

- **Data analysing:** The data set must be analysed with the help of Microsoft Excel (making tables, drawing graphs and finding descriptive statics etc. By week 8

- **Reporting and documentation:** Your findings need to be reported according to the format given below (week 9 -11)

**Reporting Format**

1. **Title page**

   Design a title page with an appropriate name for your business report, group members name, and student IDs.

2. **Executive summary**

   Here you need to summarise the whole report findings into a smaller paragraph (need to do at the end)

3. **Table of contents**
   Table of contents needs to be generated electronically in Microsoft Word.

4. **Introduction**
   Give a brief introduction about your population and aims and objectives of the report

5. **Method of data collection**

   Briefly describe your survey questions, nature of your variables, your respondents, sampling strategy and method of data collection. Include your data set in a form of a table with this section or as an appendix.

6. **Summary of the data set**

   Give appropriate graphical and numerical summaries that describe your variables (Microsoft Excel can be used for this task). Also, provide a brief discussion under each of your data summaries based on your judgments and compare your results with similar studies.

7. **Descriptive data analysis**

Select **any three numerical variables** from your data set and prepare a summary of descriptive statistics using Microsoft Excel for each of them. Interpret your key findings (mean, variance and standards deviation etc) and provide justifications with a brief discussion supported by appropriate references.

8. **Simple linear regression analysis**

- Find out the linear relationship between any three expenditure items and monthly income.

- Develop a scatter diagram and discuss about the casual relationship between those two variables by observing the overall trend of your plots of coordinates.

- Estimate the functional relationship (simple linear regression) between the same variables (You MUST provide the method of calculations). Provide a brief discussion on your findings.

- Predict the expenditure for any given level of income that is NOT available in your data set.

9. **Conclusion and recommendations**

Provide a brief overview of your collective findings and previous discussions in the report. Finally, provide several recommendations by connecting to your aims, objectives and overall findings.

10. **List of references**

Minimum five references are required for this assignment task (read 'general notes for referencing' below)

## ASSESSMENT SUBMISSION:

This assessment is a group activity and students are required to work with their respective groups. No individual submission will be accepted.

You will not receive any marks for this assignment if your group members collectively report against you for non-participation or non-cooperation. You have to nominate someone as your group leader to coordinate the assignment submission.

**The assignment must be submitted online in Moodle and Turnitin**. All materials MUST be submitted electronically in Microsoft Word format. Other formats may not be readable by markers. Please be aware that any assessments submitted in other formats will be considered LATE and will lose marks until it is presented in MS Word. No paper based or hardcopy submission will be accepted.

## GENERAL NOTES FOR ASSIGNMENTS

Assignments should usually incorporate a formal introduction, main points, and conclusion, and will be fully referenced including a reference list.

We recommend a minimum of **FIVE** references unless instructed differently by your lecturer. Unless specifically instructed otherwise by your lecturer, any paper with less than FIVE references may be failed. Work that includes sources that are not properly referenced according to the "Harvard Referencing Workbook" will be penalised.
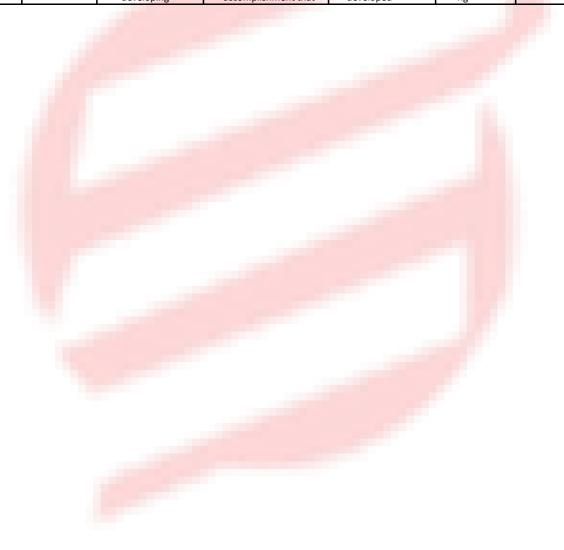
Marks will be deducted for failure to adhere to the word count – as a general rule you may go over or under by 10% than the stated length.

## GENERAL NOTES FOR REFERENCING

High quality work must be fully referenced with in-text citations and a reference list at the end.

References are assessed for their quality. You should draw on quality academic sources, such as books, chapters from edited books, journals etc. Your textbook can be used as a reference, but not the lecturer notes. We want to see evidence that you are capable of conducting your own research. Also, in order to help markers, determine students' understanding of the work they cite, all in-text references (not just direct quotes) must include the specific page number/s if shown in the original. Before preparing your assignment or own contribution, please review this 'YouTube' video by clicking on the following link: **Plagiarism: How to avoid it**

| Marking Criteria. | Fail (49%) | Pass (50%) | Credit (65%) | Distinction (75%) | High Distinction (100%) | Mark |
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| Presentation/10 | missing or incomplete | Low level Apprentice: demonstrates a developing understanding | Average level Proficient: demonstrates accomplishment that shows understanding | Good level Distinguished: well developed demonstrates good understanding | Excellent level Exemplary: demonstrates complete understanding | /10 |
| Proper referencing- number of | missing or incomplete | Low level Apprentice: demonstrates a developing | Average level Proficient: demonstrates accomplishment that | Good level Distinguished: well developed | Excellent level Exemplary: demonstrates complete understanding | /10 |

**MARKING GUIDE (RUBRICS)**

| references /10 | | understanding | shows understanding | demonstrates good understanding | | |
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| Information Analysis /30 | missing or incomplete | Low level Apprentice: demonstrates a developing understanding | Average level Proficient: demonstrates accomplishment that shows understanding | Good level Distinguished: well developed demonstrates good understanding | Excellent level Exemplary: demonstrates complete understanding | **/30** |
| Relevant Calculation /30 | missing or incomplete | Low level Apprentice: demonstrates a developing understanding | Average level Proficient: demonstrates accomplishment that shows understanding | Good level Distinguished: well developed demonstrates good understanding ( | Excellent level Exemplary: demonstrates complete understanding | **/30** |
| Supported conclusions and justified recommendations /20 | missing or incomplete | Low level Apprentice: demonstrates a developing understanding | Average level Proficient: demonstrates accomplishment that shows understanding | Good level Distinguished: well developed demonstrates good understanding | Excellent level Exemplary: demonstrates complete understanding | **/20** |
| | | | | | **Total** | **/100** |