

Example Assessment Brief: Resilient to AI

Module: Sustainable Business Practice

Assessment: Portfolio and Viva

Weighting: 100% of module grade (Portfolio 60%, Viva 40%)

Submission: Portfolio due Week 11; Viva in Week 12

Assignment Overview

This assessment requires you to develop a sustainability audit of a local organisation and present your findings in a portfolio and viva voce examination.

Part A: Portfolio (60%)

Working in your assigned group of 4, you will:

1. Select a local organisation (must be within 10 miles of campus and approved by your tutor by Week 4)
2. Conduct a sustainability audit including:
 - Site visit with photographic evidence (you must appear in at least 2 photos)
 - Interview with at least one staff member (audio recording required)
 - Analysis of publicly available sustainability data from the last 6 months
3. Produce a portfolio containing:
 - Process log documenting your group's work (minimum 8 entries, dated)
 - Draft versions showing development of your analysis (at least 2 drafts with tutor feedback incorporated)
 - Reflective commentary (500 words individual) on your contribution and what you learned
 - Final sustainability report (2,000 words group)
 - Appendices: interview transcript, photographs, raw data

Part B: Viva Voce (40%)

In Week 12, you will individually defend your portfolio in a 15-minute viva:

- 5 minutes: Present your key findings
- 10 minutes: Respond to examiner questions about your methodology, analysis, and personal contribution

You will not know the questions in advance. Examiners will probe your understanding of the work and your individual contribution to the group.

Assessment Criteria

Criterion	Portfolio	Viva
Quality of sustainability analysis	20%	10%
Evidence of iterative process	15%	-
Individual reflection depth	10%	15%
Use of primary and secondary sources	10%	5%
Presentation and communication	5%	10%

Key Dates

- Week 4: Organisation approval deadline
- Week 6: Draft 1 due (formative feedback)
- Week 9: Draft 2 due (formative feedback)
- Week 11: Final portfolio submission
- Week 12: Viva examinations

Academic Integrity and AI Use

You may use AI tools for brainstorming and editing, but you must:

- Log all AI use in your process documentation
- Be prepared to explain and defend any AI-assisted content in your viva
- Ensure all primary research (interviews, site visits) is conducted by your group