



**REFERRED/DEFERRED ASSESSMENT - SESSION 2010/11
SUMMER 2011**

COURSE CODE	BUIL 0100
COURSE TITLE	Facilities Management
COURSE COORDINATOR	Keith Jones

To Students

If you have failed a course or part of a course and have been allowed by the Progression and Award Board to be reassessed in one or several of the courses, this will be indicated in your result letter. On the back of the result letter, the words '*Failed -retake permitted before the next academic year*' will appear next to the relevant assessment items or course(s).

In that case, you are required to submit coursework and/or to take an examination again as appropriate in August 2011.

Examination timetable

The detailed examination timetable will be posted on the University website **towards the end of July**. Deferred/referred examinations should be timetabled between 15th and 26th August 2011. The link can be followed from here:

<http://www.gre.ac.uk/students/exams>

Deadline for submitting coursework

Coursework must be delivered by hand no later than **Monday 15th August 2011** to the School of Architecture & Construction. Please note that students studying at Medway may submit at Medway on 15th August. Early submissions to Medway must be by **prior** arrangement with Shelagh Barker S.D.Barker@gre.ac.uk

If you send your coursework by post, it must be sent by first class recorded delivery (keep a copy of both the postal receipt and the coursework) **no later than Monday 15th August 2011** to:

Referred/Deferred Coursework
School of Architecture & Construction
Mansion Site
Bexley Road
London SE9 2PQ
UK

Coursework submission

All coursework must be submitted by the deadline and method as above and must be accompanied by the appropriate electronic header sheet.

Deadline for submitting portfolios

Portfolios of design or visual work can be submitted either:

- (i) in person **on Monday 15th August 2011 between 10:00am and 4:00pm**, to the Mezzanine Studio, **or**
- (ii) by first class recorded delivery (keep a receipt), **on or before Monday 15th August 2011**, to:

Referred/Deferred Portfolios
School of Architecture & Construction
Mansion Site
Bexley Road
London SE9 2PQ
UK

Submission of portfolios

Portfolios of design or visual work must be submitted by the deadline and method as detailed above.

Make sure your portfolio is labelled, inside and outside with your name, year and contact details.

You must print **2 copies of the electronic header sheet**. Please attach one copy securely to the outside of your portfolio. The 2nd copy will be scanned into the Banner receiving system for proof of submission.

Postal Submissions

All postal submissions, Coursework and Portfolios, will be receipted with the date of postage as the date of submission.

It is the responsibility of the student to ensure that the work is submitted on time by the above method.

Queries

Any queries should be emailed to

acqueries@gre.ac.uk

with

- Your full name
- Your student ID number
- Your Programme of Study e.g. BA Architecture
- The title and code of the course(s) with which you have a query
- The nature of the query

<p>Please note that this email address will only be monitored until Friday 23rd September 2011, after this date enquiries should be sent direct to the Course Coordinator.</p>
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Staff email addresses and contact numbers can be looked up here:

http://www.gre.ac.uk/staff_intranet/directory

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COURSE TITLE	Facilities Management

Please find below details of the coursework to be submitted and/or examination advice as appropriate.

Assessment item	Coursework										
Electronic header sheet number	184063										
<p>Details of work to be undertaken: see below Project/Coursework Title:</p> <p style="text-align: center;">FACILITIES MANAGEMENT BUIL 0010: REF/DEF COURSE WORK</p> <p style="text-align: center;">CARBON REDUCTION</p> <p>AIM</p> <p>To foster abilities to:</p> <ul style="list-style-type: none"> • identify a problem and relate it to background theory; • develop a implementation strategy for low carbon working; <p>LEARNING OUTCOMES</p> <p>On completion of the project, the student should:</p> <ul style="list-style-type: none"> • have a greater understanding of the methodologies available for carbon reduction in the workplace; • be familiar with formulating implementation strategies. <p>THE SCENARIO</p> <p>You are employed as a facilities manager in a multidisciplinary surveying practice. Your company has been commissioned to develop a carbon reduction strategy for office workers at their desks. The strategy should:</p> <ul style="list-style-type: none"> • outline the background theory to carbon reduction in the workplace paying particular attention to the strengths and weaknesses of alternative behaviour change approaches • develop an implementation plan showing how will develop interventions and monitor effect on energy consumption and carbon emissions; • identify any potential hard FM solutions that may need to be considered to ensure effective implementation of any interventions. <p>ASSESSMENT</p> <p>You are required to submit a type of written report of the above in accordance with details given in your results letter.</p> <p>The breakdown of marks for this assignment are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Introduction:</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Background theory and assessment of strengths and weaknesses</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Implementation plan</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Hard FM consequences</td> <td style="text-align: right;">10%</td> </tr> <tr> <td>Professional quality of the briefing report</td> <td style="text-align: right;">10%</td> </tr> </table> <p><u>Note:</u> Late submission, WILL NOT BE MARKED.</p>		Introduction:	10%	Background theory and assessment of strengths and weaknesses	40%	Implementation plan	30%	Hard FM consequences	10%	Professional quality of the briefing report	10%
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Assessment item	EXAMINATION
Examination advice: see below	
Recommended study programme for referred/deferred examination: (Please advise student of reading material etc)	
<p>You should review all of your notes. The examination will be scenario based and will require you to fully understand the whole lecture programme. A revision class will be held on FRIDAY 15th July between 10.00 and 13.00. The location of the revision class will be posted in the School Reception.</p>	

Availability of course tutor for consultation:
At the revision class.