

**ASSESSMENT  
MANAGING OF AUDIOVISUAL RECORDS AND ARCHIVES (IMR 665)**

**INDIVIDUAL**

1) Reflective essay (10%):

- Policy in audiovisual archiving refers to the guidelines, rules, and procedures that govern the management, preservation, and access to audiovisual materials in archival repositories. Students are required to write three to five (3-5) page essays on the **"Importance of policy in audiovisual archiving by constructing a comparison between the local and international practices"**. Use this opportunity to demonstrate what you have learned in class and express your feelings (positive or negative) about archival practice. Although this is an essay and not a formal paper, please practice good spelling, grammar, and writing structure.
  
- The completed essay shall include the following contents:
 

a.	Formatting	-	10
b.	Understanding of Reasoning and Concepts	-	20
c.	Application of Knowledge, Concepts and Skills	-	20
d.	Communication of Knowledge of Related Concepts and Problem-Solving Procedures	-	20
e.	Organizations of essay main point	-	20
f.	Conclusion/References	-	10

**Total Marks: \_\_\_ x 10% =**

- The summary needed to be written either using Times New Roman (12 font size) or Arial (11 font size) with 1.5 lines spacing and justified.
- This individual assignment must be submitted on **WEEK 4** during your IMR665 class.

2. FINAL TEST : **(20 %)**

- a. Part A: Short Essay (5 Questions)
- b. Part B: Long Essay (3 Question, Answer 1)

# Managing Audiovisual Records

**AN Whitehead**



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