THE UNIVERSITY OF
NEW SOUTH WALES

Faculty of Commerce and Economics
School of Accounting

ACCT3708 / ACCT3718

AUDITING AND ASSURANCE SERVICES

COURSE OUTLINE
AND
LECTURE / TUTORIAL PROGRAM

SESSION 2, 2006

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1. COURSE STAFF

1.1 Staff members and contact details

Contact details for course coordinator and teaching staff.

Teaching Staff	Room Number	Telephone	Email
Lecturer-in-charge			
Dr. Wendy Green	Quad 3094	9385 5805	w.green@unsw.edu.au
Lecturing Staff			
Dr. Stuart Taylor	Quad 3092	9385 5826	stuart.taylor@unsw.edu.au
Mrs. Fiona Foster	Quad 3113	9385 5907	fjfoster@bigpond.net.au
Mr Scott Li	Quad 3113	9385 5907	scott@rockstarmemoirs.com
Honours Program Lecturer-in-charge			
Dr. Wendy Green	Quad 3094	9385 5805	w.green@unsw.edu.au

1.2 Communication with staff

Students will be notified of staff consultation hours during the first tutorial in week 2. Each member of staff will be available for up to three hours per week to conduct consultations on a drop-in basis. You are encouraged to seek help at a time that is convenient to you from any staff member teaching on this course during their regular consultation hours. Note that consultation in person is the recommended consultation mode. In special circumstances, an appointment may be made outside regular consultation hours. Staff will not conduct any consultations by e-mail, unless they indicate a personal preference to work otherwise. You may, however, phone staff during their consultation hours.

Please note that common written etiquette must be observed when conducting any written communication with staff members. Communications that use shorthand and 'SMS' language is not permitted.

2. INFORMATION ABOUT THE COURSE

2.1 Teaching times and locations

	L/T Class No.	Day	Time	Location
ACCT3708 Auditing and Assurance Services				
Lectures (start in week 1)	Lect a	Tue	14:00 – 16:00	Keith Burrows Theatre
	or			
	Lect b	Tue	17:00 – 19:00	Applied Science G01
Tutorials (start in week 2)	T3A	Wed	17:00 – 18:00	Q G047
	T7A	Wed	13:00 – 14:00	Q G047
	T8A	Wed	14:00 – 15:00	Q G047
	T10A	Wed	16:00 – 17:00	Q G047
	T11A	Thur	14:00 – 15:00	Web 250
	T12A	Thur	15:00 – 16:00	Web 302
	T13A	Thur	16:00 – 17:00	Web 302
	T14	Thur	11:00 – 12:00	Q 1045
	T15	Thur	12:00 – 13:00	OMB 115
	T16	Thur	13:00 – 14:00	Web 251
ACCT3718 Honours Seminar				
(additional seminar for all honours students – starts in week 2)		Tue	13:00 – 14:00	Q 1048

2.2 Units of credit
ACCT3708 Auditing and Assurance Services has a total of 6 units of credit.

2.3 Relationship of this course to other course offerings
This course is offered by the School of Accounting and may form part of an accounting major, double major or disciplinary minor within the Bachelor of Commerce or Bachelor of Economics degrees. In order to enrol in this course, the following prerequisites must have been satisfied – ACCT2542 Corporate Financial Reporting and Analysis. This course also constitutes part of the core curriculum of studies required by the Institute of Chartered Accountants in Australia.

2.4 Approach to learning and teaching
At university, the focus is your self-directed search for knowledge. Lectures, tutorials, textbooks, exams and other resources are all provided to help you learn. You are therefore required to attend all lectures and tutorials and read all required readings in order to fully grasp and appreciate the concepts of Auditing and Assurance Services.

It is up to you to choose how much work you do in each part of the course: preparing for classes; completing assignments; studying for exams; and seeking assistance or extra work to extend and clarify your understanding. You must choose an approach that best suits your learning style and goals in this course. Lecture and tutorial questions as well as case studies with solutions are provided to guide your learning process.

The teaching staff have put a great deal of thought into the development and presentation of this course so students may experience a flexible but directed learning approach to Auditing and Assurance Services.

3. Course Aims and Outcomes

3.1 Course aims

This course examines the process of auditing and the concepts which underlay the practice. Although the focus of attention is on audits carried out under the provisions of the Corporation Act 2001, reference is also made to other forms of audit and assurance. The course is intended to provide an overview of the audit process as it exists in Australia and under the International Standards on Auditing. Although the auditing course is broken into a number of segments, students should recognise that each segment forms part of the audit process.

3.2 Student learning outcomes

Content-based learning outcomes

1. To develop students' understanding of the audit function and the reasons for an audit.

2. To familiarise students with the professional, legal, ethical, commercial and regulatory framework within which audits and other audit related and assurance engagements are carried out.

2. To examine the audit process and the techniques used by auditors including risk analysis, evidence collection and evaluation, computer assisted audit techniques and audit reporting.

4. To familiarise students with current developments in audit practice.

Skills-based outcomes

As a result of satisfactorily completing this course, you will achieve the following skills:

5. A capacity to learn independently and to assume responsibility for the learning process.

6. A capacity to learn within teams – to co-operate with team members, to assume leadership and to manage differences and conflicts.

7. A capacity to conduct applied business research – acquiring, analysing and presenting knowledge relevant to specific audit client engagement issues.

8. A capacity to tolerate ambiguity in making various audit judgments.

9. An ability to apply knowledge to specific audit contexts.

10. A capacity to reflect on your own strengths and weaknesses as a learner.

11. An ability to make professional presentations.

3.3 Teaching strategies

The course consists of lectures and tutorials.

Lectures

Lectures (two hours per week) will be held each Tuesday (except as specified in the course timetable – see page 12 of the course outline). The purpose of lectures is to introduce and explain concepts that are critical to the core themes of the course. Further, lectures are aimed at providing students with the understanding of the audit process and provide guidance for each stage within the process.

In order to maximise the benefits of attending lectures, students are expected/encouraged to read the relevant study materials (i.e. specified chapters or pages in the textbook, auditing standards and practical case studies with solutions) thoroughly before attending lectures.

Tutorials

Each student is expected to register for a tutorial group via the WebCT system. Tutorials (one hour per week) will be held each week from weeks 2 to 14. The tutorials constitute the core learning experience of this course. During tutorials, students will be encouraged to discuss various steps in the audit process in a team environment and may be asked to present their findings in front of the class, as well as applying their knowledge to specific audit issues and situations via homework questions and class exercises.

Tutorial questions are included in the lecture and tutorial program handed out as a part of the Course Outline booklet distributed during the lecture in week 1. It is essential that, prior to a tutorial, you read the relevant course materials and prepare written responses to any tutorial questions assigned.

To assist in the development of key research and analytical skills, some of these tutorial questions may require students to conduct additional research.

Self study

Self study is a key element of the learning design of this course. Self study materials include the auditing standards, the case studies and lecture questions included in the Course Outline. The aim of this material is to encourage students to assume responsibility in the learning process and to make the tutorials more effective. Thus onus is on students to review and complete these materials. Staff will be available in consultation hours to assist with difficulties experienced with the self study materials.

4. STUDENT RESPONSIBILITIES AND CONDUCT

4.1 Preparation for and performance in class

It is a requirement of this course that all students attempt the assigned weekly readings and tutorial questions ***prior*** to attending class. The importance of adequate preparation prior to each tutorial including the completion of all questions cannot be overemphasised, as the effectiveness and usefulness of the tutorial depends to a large extent on students' active participation during the tutorial.

4.2 Workload

It is expected that you will spend at least **ten hours** per week studying this course. This time should be made up of reading, research, working on case studies and questions and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.

4.3 Attendance

Your regular and punctual attendance at lectures and seminars is expected in this course. University regulations indicate that if students attend less than 80% of scheduled classes they may be refused final assessment.

4.4 General conduct and behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, such as ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at www.my.unsw.edu.au.

4.5 Keeping informed

You should take note of all announcements made in lectures, tutorials or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information. Specific announcements will also be made via WebCT.

5. Learning Assessment

5.1 Formal requirements

To be eligible for a passing grade in this course students must:

1. Achieve composite mark of at least 50% **AND**

2. Satisfactorily complete all assessment tasks (or submit appropriate documentation relating to your failure to complete a task to the Lecturer-in-charge) **AND**

3. Achieve a satisfactory level of performance in the final exam. This usually means a minimum mark of 50%. Any student having an overall mark of 50 or more but less than 50% in the final examination will be given an UF grade (unsatisfactory fail) or be asked to sit a supplementary final exam, depending on the individual's circumstances.

Please note that there will only be ONE supplementary exam. It is the student's responsibility to ensure that he or she is available on the date of the supplementary exam. The preliminary date of the supplementary exam is Friday 15 December, 2006.)

A 'pass conceded' (PC) grade may only be granted by the Faculty of Commerce and Economics Assessment Committee and not the Head of School or the Lecturer-in-charge of this course.

5.2 Assessment overview

The composite mark for ACCT3708 will be calculated as follows. (Honours students to be advised separately.)

Assessment Item (Due Date)	Weight	Item Assesses Learning Outcomes
Group Assignment (weeks 6, 9, and 12)	15%	1, 2, 3, 6, 7, 8, 10 and 11
Tutorial Quiz (week 5)	5%	1, 2, 3, 5, 9 and 10
Mid-session exam (week 8)	25%	1, 2, 3, 5, 8, 9 and 10
Final examination	55%	1, 2, 3, 4, 5, 8 and 9
TOTAL	**100%**	

Group assignment (15%)
The assignment will be undertaken by groups of four students within the same tutorial group. The assignment has 3 parts due at the beginning of your tutorial in weeks 6, 9 and 12. The composition of groups must be finalised **by the end of week 3 tutorial** (preferably earlier) and submitted to your tutor in writing (refer 'Assignment Group Allocation Form' on page 57). Please note that it is the student's responsibility to organise a group. Details regarding the nature of the assignment and its assessment are provided on pages 13-16.

A major part of this assignment involves conducting extensive research on a company's business environment, operations, strategies and its financial position. Students are expected to conduct their own business research, then apply knowledge gained from this course to critically analyse and evaluate this information and demonstrate their understanding of the nature of the company (its external as well as internal environment, including relevant applicable laws and regulations) in the context of assessing the risks of material misstatement and fraud.

Self and peer assessment will be involved in the determination of the final mark. The aim of the self and peer (S&P) assessment procedure is to encourage students to co-operate with their team members, to understand the importance of managing differences and conflicts in a team environment in order to ensure the effectiveness of teamwork. Furthermore, the S&P procedures can also be used to create productive dialogues among team members, allowing students to reflect on the strengths and weaknesses of both the team and the individuals comprising the team. For more details regarding the S&P methodology refer to pages 16 and 60.

Tutorial quiz (5%)
The in-class quiz will be held at the beginning of week 5. You must undertake the quiz in your allocated tutorial class unless prior permission is granted by the Lecturer-in-charge to attend an alternate class. The aim of this quiz is to provide you with on-going feedback relating to your understanding and learning progress within the course. The quiz will test mostly technical skills learned in this course, but may involve short questions where students need to apply their knowledge to different audit contexts.

More information regarding the quiz will be distributed closer to the quiz date.

Mid-session exam (25%)
A mid-session exam of 1 hour's duration will be held between 14:00 – 16.00 on Tuesday, 12 September (week 8) in the Squarehouse Kensington Room. Further information regarding the mid-session test will be provided in the week 7 lecture. The aim of this mid-session exam is to provide you with ongoing feedback relating to your understanding and learning progress within the course. The mid-session exam will be a combination of short answer written questions and multiple choice aimed at testing both technical and analytical skills learned in this course.

No supplementary exam will be held for the mid-session exam.

Final examination (55%)
Students are required to sit for a final examination paper in this course. Students will be advised of the general format and content of the final examination during week 14 lecture.

5.3 Special consideration and supplementary examinations

The School of Accounting follows the UNSW policy and process for Special Consideration (see https://my.unsw.edu.au/student/atoz/SpecialConsideration.html). Specifically:

- Applications for special consideration (including supplementary examinations) must go through UNSW Central administration (within 3 working days of the assessment to which it refers) – applications will **not** be accepted by teaching staff;
- Applying for special consideration does not automatically mean that you will be granted additional assessment or that you will be awarded an amended result;
- If you are making an application for special consideration (through UNSW Central Administration) please notify your Lecturer in Charge;
- Please note: a register of applications for Special Consideration is maintained. History of previous applications for Special Consideration is taken into account when considering each case.

Please note: If a supplementary exam is approved, there is only one opportunity to sit the exam. The preliminary supplementary exam date for ACCT3708 Audit and Assurance Services 2006 is Friday 15 December 2006.

6. ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see http://www.lc.unsw.edu.au/plagiarism/index.html.

Plagiarism is the presentation of the thoughts or work of another as one's own.* Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne.

7. STUDENT RESOURCES

7.1 Course resources

1. Prescribed Textbooks/Reference Books:
   Reference Book
   Gay G, and R. Simnett "Auditing and Assurance Services in Australia", McGraw-Hill, 3rd edition, 2005. **

   Textbooks
   Roebuck P. and N. Martinov, "Case Studies in Auditing and Assurance", 3rd edition, Lexis Nexis Butterworth, 2003.

   Australian Society of CPAs or the Institute of Chartered Accountants, Auditing Handbook, Vol. 2 of the Accounting and Auditing Handbook, Prentice-Hall, 2006.**

****NOTE:** From 1 July, 2006, Australian Auditing Standards are legally enforceable via the Corporations Act (2001). Auditing standards have now been amended to reflect this requirement. These new standards will be available in a new 2006 Auditing Handbook in August.
The technical update for your Gay and Simnett Text provides an overview of these changes. This technical update can be accessed at:
http://highered.mcgraw-hill.com/sites/0074715631/student_view0/technical_updates.html

In addition, the Legally enforcable Auditing Standards are available at:
http://sfx.nun.unsw.edu.au/V/?func=find-db-1-locate&mode=locate&format=001&F-IDN=NSW02463

2. Additional References:
   Students will find many other auditing textbooks which will provide additional supplementary information. Some of these are available on closed reserve in the main library.

Both the textbook and the reading materials are available from the UNSW Bookshop.

Students enrolled in ACCT3718 Auditing and Assurance Services (Honours) will receive additional readings during the Honours tutorials. The Lecturer-in-charge for ACCT3718 is Dr Wendy Green (Quad 3094).

7.2 Course website

A course website will be maintained within the WebCT environment at
http://vista.elearning.unsw.edu.au/
You are required to have a Unipass and Unipin to access this website. In addition, you must be enrolled in the course to access the website. The website will contain announcements, copies of the weekly questions and any other material deemed suitable by the Lecturer-in-charge from time to time. We cannot place any material on the website that involves the use of student IDs or that raises issues with respect to privacy. Details regarding access to this website will be provided in class. **If you have any difficulties with WebCT access, please contact Stuart Taylor (9385 5826) (stuart.taylor@unsw.edu.au) or Lisa Lifman (l.lifman@unsw.edu.au).**

7.3 Other resources, support and information

The University and the Faculty provide a wide range of support services for students, including:

- **Learning and study support**
  - FCE Education Development Unit (http://education.fce.unsw.edu.au)
  - UNSW Learning Centre (http://www.lc.unsw.edu.au)

- EdTec – WebCT information (http://www.edtec.unsw.edu.au)

- **Counselling support -** http://www.counselling.unsw.edu.au
- **Library training and support services -** http://info.library.unsw.edu.au
- **Disability Support Services** – Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the Course Coordinator or the Equity Officer (http://www.equity.unsw.edu.au/disabil.html). Early notification is essential to enable any necessary adjustments to be made.

In addition, it is important that all students are familiar with University policies and procedures in relation to such issues as:

- **Examination procedures** and advice concerning illness or misadventure https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html

- **Special Consideration** including Supplementary Examinations

- **Occupational Health and Safety** policies and student responsibilities; http://www.riskman.unsw.edu.au/ohs/Policies%20&%20Procedures/UNSW%20OHS%20Accountability.pdf

8. CONTINUAL COURSE IMPROVEMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process (http://www.ltu.unsw.edu.au/ref4-5-1_catei_process.cfm) is one of the ways in which student evaluative feedback is gathered. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.

9. Course Schedule

Week	Date		Topic	Lecturer
1	July	25	Introduction to Audit Function, Assurance Framework, Professional Standards and Structure of the Profession.	Dr. Wendy Green
2	August	1	Introduction to the Audit Process – Understanding the Entity and Assessing Risk.	Dr. Wendy Green
3	August	8	Internal Controls Evaluation and Mitigating Controls.	Dr. Wendy Green
4	August	15	Audit Evidence and Use of Assertions.	Dr. Stuart Taylor
5	August	22	Analytical Procedures. **Class Quiz in Tutorials**	Dr. Stuart Taylor
6	August	29	Auditors Response to Risks and Assessment of Materiality. **Assignment Part (i) Due in Tutorial**	Dr. Stuart Taylor
7	Sept	5	Video (Revision).	Dr. Stuart Taylor
8	Sept	**12**	**MID-SESSION EXAM: TUESDAY 14:00 – 16:00**	
9	Sept	19	Using the Work of Others/Internal Audit/Public Sector Auditing. **Assignment Part (ii) Due in Tutorial**	Dr. Stuart Taylor
	Sept	**25**	**RECESS (NO CLASSES THIS WEEK)**	
10	Oct	3	Auditing in an IT Environment – Background and Internal Controls.	Dr. Stuart Taylor
11	Oct	10	Auditing in an IT Environment – Audit Procedures/CAATs.	Dr. Stuart Taylor
12	Oct	17	Completing the Audit Process and Audit Reporting. **Assignment Part (iii)Due in Tutorial**	Dr. Wendy Green
13	Oct	24	Legal Liability/Ethics.	Dr. Wendy Green
14	Oct	31	Current Issues and Course Review.	Dr. Wendy Green

10. ASSESSMENT DETAILS

10.1 Group assignment

The assignment is to be based on Woolworths Limited, and is to be submitted in three (3) parts: at the commencement of your tutorials in weeks 6, 9 and 12.

The aim of the group assignment is to test students' ability to integrate skills learnt in Auditing and Assurance Services to analyse a real company from the auditor's perspective and within the framework of auditing standards. The successful completion of this assignment requires extensive research on the Woolworths Limited group of companies' internal and external environments, operations, strategies and an analysis of the annual report including financial information.

Students are expected to demonstrate their ability to critically evaluate various information and apply analytical skills to critically evaluate potential audit risks in relation to the Woolworths Limited group of companies. Based on their analysis, students are then required to prepare specified parts of the audit planning workpapers.

Required: (total = 40 marks representing 15% of course assessment)

You are a part of the team responsible for the Woolworths Limited group of companies (Woolworths) audit engagement. You have been assigned to gather relevant background information and prepare audit workpapers in relation to the planning issues listed below.

Part (i) – Due in tutorial week 6 commencing 29 August

1. In relation to Woolworths provide a brief description of the following (factors included in AUS402 [ASA315] Appendix 1):

   Business Operations:
   - Nature of revenue sources (4 marks)
   - Conduct of operations (4 marks)

   Industry Conditions:
   - Market and competition (4 marks)

   [12 Marks]

2. Discuss (1 page maximum) whether you consider there to be any areas/accounts to be susceptible to the risk of fraud at Woolworths and explain why (refer AUS210 [ASA240]). **[4 Marks]**

Length

Maximum 3 pages.

The page limit **excludes** bibliography and appendices.
Font size must be at least 12, one and a half line spacing or greater (use Times New Roman). Margins on all sides must be 2.5 cm or greater.

Consult your tutor if you are unsure about any of the above formatting requirements. Please note that any writing in excess of the page limit will NOT be marked.

Part (ii) - Due in tutorial week 9 commencing 19 September

With reference to simple comparisons, ratios, and the discussion provided in the Woolworths Limited 2005 annual report comment on Woolworths

(a) Short term and long term liquidity (4 marks)
(b) Profitability (2 marks)
(c) Efficiency of management (2 marks)
(d) Overall financial position (1 mark)

[9 Marks]

Note; mathematical calculations should be placed in an appendix, which will not count as part of the two page limit.

Length

Maximum 2 pages.

The page limit **excludes** bibliography and appendices. Font size must be at least 12, one and a half line spacing or greater (use Times New Roman). Margins on all sides must be 2.5 cm or greater.

Consult your tutor if you are unsure about any of the above formatting requirements. Please note that any writing in excess of the page limit will NOT be marked.

Part (iii) - Due in tutorial week 12 commencing 17 October

1. List* the two **key** assertions for each of the following Woolworths Limited balance sheet accounts

   - Liquor and Gaming Licences
   - Self Insured Risks
   - Inventory
   - Accounts Payable
   - Property, Plant and Equipment

   (0.5 mark ea x 10 assertions = 5 marks total)) **[5 Marks]**

2. Provide* one **specific and detailed** test of detail for each of the ten assertions listed in your answer to Part 1.
   (1 mark ea x 10 tests = 10 marks total). **[10 Marks]**

***NOTE: Provide your answer for Part (iii) in the following tabular format using landscape page view:**

Account	Assertion	Test of Detail

Length

Maximum 2 pages.

The page limit **excludes** bibliography and appendices. Font size must be at least 12, one and a half line spacing or greater (use Times New Roman). Margins on all sides must be 2.5 cm or greater.

Consult your tutor if you are unsure about any of the above formatting requirements. Please note that any writing in excess of the page limit will NOT be marked.

Additional Information

1. A Group Assignment Work Plan is included on page 56 to assist your completion of this assignment.
2. An Assignment Group Allocation Form is included on page 57 for you to keep a record of your group members. You will be supplied with an additional form in week 2 (tutorial 1) to complete and return to your tutor.
3. A Group Assignment Peer Evaluation Form is included on page 60. Each group member is to complete and submit this form with **each stage** of the group assignment (in a sealed envelope if you wish to keep the information confidential).

Submission Details

1. A **hardcopy** of the assignment is to be submitted to your tutor at the beginning of your tutorial in weeks 6, 9 and 12. Any assignments received after this time will be considered late and subject to the penalty described in the course outline. Last minute printing difficulties, computer failure or transportation problems will not constitute an adequate excuse for lateness.

2. Please keep a **copy** of your work.

3. Each assignment must use an official assignment cover sheet and all students must sign the declaration on the front of the cover sheet. A copy of this cover sheet is available on Page 59 of this guide. **No marks will be awarded to any student who does not sign the cover sheet.**

4. The title page should clearly indicate the names of your team members and their student numbers, your tutor and the time and location of your tutorial class. **Failure to do so will incur a 5 mark penalty.**

5. All assignments must be typed. Footnotes should be reserved for points of clarification. Marks may be deducted for inappropriate use of footnotes and appendices.

6. Individual marks will be based on the marking scheme as per 'Required' on pages 13 and 14.

7. Please note, elaborate binding and plastic covers are **not necessary and will not result in extra marks**. Assignments that are not stapled or otherwise bound together may not be accepted.

8. **Late submissions will incur a 10 mark penalty** for every day of late submission (including weekends).

10.2 Group assignment work plan

See page 56 for Group Assignment Work Plan.

10.3 Assignment group allocation form

See page 57 for Assignment Group Allocation Form.

10.4 Assignment Cover Sheet

See page 59 for Assignment Cover Sheet

10.4 Peer evaluation marking scheme

See page 60 for all information on the Peer Evaluation Marking Scheme. You may also wish to refer to WebCT (http://webct.edtec.unsw.edu.au/webct/public/home.pl).

11. LECTURE/TUTORIAL PROGRAM

Topic	Lecture Date	Tutorial Date Week Beginning
Introduction to Audit Function, Assurance Framework, Professional Standards and Structure of the Profession.	25 July	N/A
Introduction to the Audit Process – Understanding the Entity and Assessing Risk.	1 August	2 August
Internal Controls Evaluation and Mitigating Controls.	8 August	9 August
Audit Evidence and Use of Assertions.	15 August	16 August
Analytical Procedures.	22 August	23 August
Auditors Response to Risks and Assessment of Materiality.	29 August	30 August
Video (Revision).	5 Sept	6 Sept
MID-SESSION EXAM*	12 Sept	**No Tutorial**
Using the Work of Others/Internal Audit/Public Sector Auditing.	19 Sept	20 Sept*
RECESS (NO CLASSES THIS WEEK)	25 Sept	
Auditing in an IT Environment – Background and Internal Controls.	3 Oct	4 Oct
Auditing in an IT Environment – Audit Procedures/CAATs.	10 Oct	11 Oct
Completing the Audit Process and Audit Reporting	17 Oct	18 Oct
Legal Liability/Ethics.	24 Oct	25 Oct
Current Issues and Course Review.	31 Oct	
* The mid semester test will be returned and discussed in the tutorials commencing 20th Sept 2006		

12. Session 2 2006, Key Dates

It is your responsibility to ensure that:

1. You are recorded by the University as being correctly enrolled in all your courses. The last day for students to discontinue without financial penalty is **Thursday August 31** and the last day to discontinue without academic penalty is **Friday September 15.**
2. You have successfully completed all prerequisite courses. Any work done in courses for which prerequisites have not been fulfilled will (unless an exemption has been granted) be disregarded, and no credit given nor grade awarded.
3. You organise your affairs to take account of examination and other assessment dates where these are known. Be aware that your final examination may fall at any time during the session's examination period. The scheduling of examinations is controlled by the University administration. No early examinations are possible. The examination period for Session 2, 2006 falls between **November 10 and November 28**.
4. When the provisional examination timetable is released (**October 3**), ensure that you have no clashes or unreasonable difficulty in attending the scheduled examinations. The final examination timetable is released on **Tuesday October 24**.
5. You keep the University informed of all changes to your contact details.
6. You make a copy of all work submitted for assessment, and keep returned marked assignments and essays.

A full list of UNSW Key Dates is located at:
https://my.unsw.edu.au/student/resources/KeyDates.html

Course Introduction

Introduction to the Audit Function, Assurance Framework, Professional Standards and Structure of the Profession

WEEK 1 LECTURE: Tuesday, 25 July 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapters 1 and 2

Standards:

*	AUS 108	Explanatory Framework for Assurance Engagements
*	AUS 202	Objective and General Principles Governing an Audit of a Financial Report
	AUS 206	Quality Control for Audits of Historical Financial Information

Lecture Discussion Questions:

1. Discuss the concept of "assurance" in an audit setting.

2. Describe the objective of an independent audit.

3. Distinguish between management's and the auditor's responsibility for the financial reports being audited.

4. Explain the meaning of "true and fair"/"fairly presented" in the audit report.

*** Please note: It is recommended that students familiarise themselves with the key references (identified by *) prior to each week's lecture. It is essential that students are familiar with the key references before attending the tutorial.**

Introduction to the Audit Process – Understanding the Entity and Assessing Risk

WEEK 2 LECTURE: Tuesday,1 August 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapter 6 (pp. 252-264)
* Roebuck & Martinov, Case Study 1-3 parts 2 and 3 (pp. 13-15) and Solution (p. 207)

Standards:

*	AUS 210	The Auditor's Responsibility to Consider Fraud in an Audit of a Financial Report
	AUS 302	Planning
	AUS 306	Materiality and Audit Adjustments
*	AUS 402	Understanding the Entity and its Environment and Assessing the Risks of Material Misstatement

Lecture Discussion Questions:

Roebuck & Martinov
Chapter 10A, Question 5 (p. 194). Note: for 'Required' substitute 'Business Risk' for 'Inherent Risk'.

TUTORIAL QUESTIONS

NOTE: Groups will be formed during this tutorial. Ensure you and your group members complete group assignment allocation forms for each group member – Refer page 57 of course outline.

1. Roebuck & Martinov
   Chapter 10A, Question 6 (p. 194). Note: for ‘Required’ substitute ‘Business Risk’ for ‘Inherent Risk’.

2. Roebuck & Martinov
   Chapter 9, Mock Exam No. 2, Question 3, part (a) (p. 175). Note: for ‘Required’ substitute ‘Business Risk’ for ‘Inherent Risk’.

Internal Control Evaluation and Mitigating Controls

WEEK 3 LECTURE: Tuesday, 8 August 2006

READING GUIDE

Textbook Reference:

* Gay and Simnett, Chapter 8 (pp. 335-361) and Chapter 9 (pp. 403-423)
* Roebuck and Martinov, Cases 1-7 (p. 22), 2-6, Parts 1 and 2 (pp. 32-34) and Solutions (pp. 208-211)

Standards:

* AUS 402 Understanding the Entity and its Environment and Assessing the Risk of Material Misstatement

Lecture Discussion Question:

For the following business risks outline an internal control that would address the risk.

(i) risk of non-collectibility of debtors
(ii) repairs to plant and machinery incorrectly being capitalised
(iii) overpayment of overtime to individual employees
(iv) payments being made twice to the same supplier
(v) inventory being stolen.

TUTORIAL QUESTIONS

1. Roebuck and Martinov, Case 2-3 (p. 29), part 2.

2. Roebuck and Martinov, Chapter 9, Mock Examination 3, Question 1, parts 1(a) and (b) (p. 179). Substitute ‘Required’ by the following ‘Identify three (3) factors which impact on Business Risk at the account level. Consider whether there are any controls that would/could address the risks identified.’

3. Roebuck and Martinov, Chapter 9, Mock Examination 2, Question 2 (p. 174).

Audit Evidence and Use of Assertions

WEEK 4 LECTURE: Tuesday, 15 August 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapter 5 (pp. 190-198), Chapter 8 (pp. 346, 347, 360), Chapter 10
* Roebuck and Martinov, Cases 3-1 part 2 (pp. 44-48), 3-4 (pp. 51-52), 3-7 (pp. 55-56), 9-3 (p. 186) and Solutions (pp. 211-213; 214-215; 217; 241-242)
* Roebuck and Martinov, Chapter 9, Mock Examination 1, Question 1 (pp. 163-164) and Solution (p. 169)

Standards:

* AUS 502 Audit Evidence

Lecture Discussion Question:

For each of the two (2) key audit risks described below complete the following:

(i) provide a brief **explanation** as to why the situation constitutes an audit risk
(ii) identify the **key** account balance affected
(iii) identify the **prime** audit assertion to be tested
(iv) for the account balance and the assertion listed in (ii) and (iii) describe in specific terms the **substantive audit procedure** which would best address the risk.

The situations are independent of each other and are to be treated separately in your answers.

1. Slim and Fit Limited is a manufacturer of sporting equipment. The majority of the merchandise is highly desirable, easily handled and of relatively high dollar value. Pilfering has been an ongoing problem.

2. Holford Limited is a manufacturer of cars. Their new range of sports coupe ‘EAGLE’ has been a great success with huge sales in the last twelve months. However, there has been a great number of customer complaints and a dramatic increase in the servicing and repairs of this model in the last three months. It appears that the material used in the brake linings which is unique to ‘EAGLE’ is defective after 8,000 kilometres. There is no stock of ‘EAGLE’ at year end due to a waiting list as a result of the popular demand for the car.

TUTORIAL QUESTIONS

1. Roebuck and Martinov, Chapter 9, Mock Examination 2, Question 4 (pp. 177-178).

2. Roebuck and Martinov, Chapter 9, Case 9-4 part A (p. 187).

Analytical Procedures

WEEK 5 LECTURE: Tuesday, 22 August 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapter 6 (pp. 266-275)
* Roebuck and Martinov, Case 4-1 parts 1 and 2 (pp. 58-59) and Solution (pp. 217-218)
* Roebuck and Martinov, Chapter 9, Mock Examination 1, Question 1 (pp. 163-164) and Solution (p. 169)

Standards:

* AUS 512 Analytical Procedures

Lecture Discussion Question:

1. Analytical procedures provide a means of identifying unusual fluctuations caused by potential material errors or irregularities.

   For each of the following 'unusual fluctuations', describe an error or the situation that could have occurred, given no change in circumstances.

   (a) The number of employees has increased along with total wage expenses. However, the provision for long service leave account balance has reduced significantly.
   (b) Sales for a retail store have increased by 20% during the year. However, merchant fees (credit card charges) have remained constant.

2. During the process of analytical procedures of Getrich Ltd it was observed that a number of ratios had changed significantly since the prior year's audit:

	2004	**2005**
Current ratio	1.3	1.9
Liquid ratio	0.8	0.6
Days debtors outstanding	40 days	54 days
Inventory turnover	63 days	118 days

   You are also aware of the following information:

- The company has doubled their overdraft limit. The limit had been exceeded on a number of occasions during the year.
- The directors propose to recommend a final dividend, which is less than half of the prior year's dividend, due to the company's cash situation.
- The company's gearing ratio has significantly increased as a result of a $2 million long-term loan which has been entered into in order to finance a major capital project. The issued capital of $4 million remains unchanged.

Required:
Discuss the financial position of Getrich Ltd. Support your answer using the information given above.

3. WGRS Ltd manufactures electrical components. In the economy, inflation is coinciding with a recession, and interest rates for WGRS have increased from 8% at the beginning of the year to 14% at the end of the year. There has also been an increase in overseas competition due to recent government tariff reductions. The company has tried to boost sales by relaxing its credit policy.

Consider the following extracts from the financial statements of WGRS Ltd

	($'000s) 2005	($'000s) 2004	% change
Sales	2,000	1,700	+18%
Cost of goods sold	1,050	1,000	+5%
Gross margin	47.5	41.2	+15%
Interest expense	132	128	+3%
Long term liabilities	1,600	1,600	–
Interest rate (at 30 June)	14%	8%	n/a
Inventory	500	250	+100%
Accounts receivable	670	480	+40%
Provision for doubtful debts	14	10	+40%
Current ratio	1.94	2.39	-19%
Quick ratio	1.23	1.78	-31%
Inventory turnover (times per year)	2.1 times	4 times	-48%
Debtors turnover (times per year)	3.05	3.62	-16%

Required:
Identify the concerns (if any) you have with the following accounts or ratios, and their implications for the audit.

(a) Interest Expense/Long-term Liabilities
(b) Accounts Receivable/Provision for Doubtful Debts
(c) Current Ratio/Quick Ratio and associated balances.

TUTORIAL QUESTIONS

NOTE: CLASS QUIZ TO BE HELD IN YOUR TUTORIAL THIS WEEK

1. Planning is critical to the conduct of a financial statement audit. (The attached five (5) year statistical summary should be used to answer the following).

   Required:
   Using simple comparisons determine relevant areas and issues for consideration for the 2005 audit.

2. Roebuck & Martinov, Chapter 9, Mock Examination 2, Question 1 (p. 173).

3. Roebuck & Martinov, Chapter 10, Question 35 (p. 199).

New Client

GROUP STATISTICS
NOT FORMING PART OF THE ACCOUNTS

		2005 $(unaudited)mil	2004 $mil	2003 $mil	2002 $mil	2001 $mil
Revenue items						
SALES		1,323.8	1,265.9	1,275.7	1,512.1	1,739.0
Profit before interest and tax (9)		42.6	109.0	145.6	118.8	49.3
Net interest		(19.6)	(25.8)	(32.6)	(26.9)	(44.0)
Profit before tax		23.0	83.2	113.0	91.9	5.3
Income tax expense		(16.5)	(11.0)	(18.9)	(25.0)	(28.2)
Profit after tax		6.5	72.2	94.1	66.9	(22.9)
Outside equity interests		(0.6)	(0.6)	(3.8)	(4.9)	(0.4)
NET OPERATING PROFIT		5.9	71.6	90.3	62.0	(23.3)
Net profit/(loss) attributable to shareholders		5.9	71.6	90.3	62.0	(23.3)
Cost of dividends		38.2	49.1	50.4	41.0	45.4
Balance sheet items						
Paid-up capital		356.1	338.2	327.8	275.3	238.0
Reserves and unappropriated profits		305.1	323.8	283.2	266.1	289.4
SHAREHOLDERS' EQUITY		661.2	662.0	611.0	541.4	527.4
Convertible notes		-	17.6	-	-	-
Outside shareholders' equity		93.8	5.6	4.0	38.8	77.8
Total shareholders' equity		755.0	685.2	615.0	580.2	605.2
Borrowings		398.5	469.6	667.4	489.6	646.2
Creditors and provisions		401.8	339.3	334.7	317.8	377.9
Total shareholders equity and liabilities		1,555.3	1,494.1	1,617.1	1,387.6	1,629.3
Cash, deposits and negotiable securities		214.6	168.6	287.2	176.4	233.0
Other tangible assets		1,265.7	1,281.7	1,292.3	1,197.9	1,374.6
Intangibles and future income tax benefits		75.0	43.8	37.6	13.3	21.7
Total assets		1,555.3	1,494.1	1,617.1	1,387.6	1,629.3
Other items						
Dividends per share: unadjusted		12.0¢	17.0¢	20.0¢	19.0¢	18.0¢
adjusted	(1)	12.0¢	17.0¢	18.9¢	16.9¢	15.1¢
Earnings per share:						
unadjusted	(2)	15.6¢	21.2¢	27.5¢	28.5¢	28.2¢
adjusted	(3)	15.7¢	21.0¢	27.7¢	25.2¢	22.4¢
Dividend payout ratio	(4)	76.2%	80.8%	69.2%	67.8%	67.6%
Cash payout ratio	(5)	67.8%	69.3%	59.6%	54.9%	59.5%
Return on shareholders' funds	(6)	8.4%	11.3%	15.7%	14.7%	12.5%
Return on capital employed	(7)	9.6%	11.0%	15.4%	14.2%	14.6%
Liabilities to tangible assets ratio		54.1%	55.8%	63.4%	58.7%	63.7%
Net tangible assets per share	(8)	165.0¢	183.0¢	175.0¢	171.0¢	169.0¢
Number of shareholders at year-end		21,998	21,198	21,209	22,773	21,284
Number of convertible notes holders at year-end		-	1,315	1,397	2,068	2,151

Notes:

(1) Adjusted for bonus issues.
(2) Based on the net operating profit before abnormals and the number of shares on issue at year-end.
(3) Based on the net operating profit before abnormals and the average number of shares on issue during year and adjusted for bonus issues.
(4) Dividends declared per share as a percentage of earnings per share.
(5) Dividends paid per share, after recognising elections under the Bonus Share Plan, as a percentage of earnings per share.
(6) Net operating profit before abnormals as a percentage of average opening and year-end shareholders' equity.
(7) Profit before interest, tax and abnormals dividend by the sum of average shareholders' equity and average borrowings net of cash and deposits.
(8) Shareholders' equity (less future income tax benefits and intangibles) divided by the number of shares on issue at year end, adjusted for bonus issues.
(9) Profit before interest and tax includes material expense items of $49.8 m in 2005, $16.5 m in 2002, and $90.4 m in 2001

Auditors Response to Risks and Assessment of Materiality

WEEK 6 LECTURE: Tuesday, 29 August 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapter 7 (pp. 313-319)
* Roebuck & Martinov, Case 3.5 (p. 52) and Solution (p. 216), Case 3.7 (p. 55) and Solution (p. 217)

Standards:

* AUS 306 Materiality and Audit Adjustments
* AUS 406 The Auditor's procedures in response to Assessed Risk

Lecture Discussion Questions:

1. XYZ Ltd is an infrastructure company. It owns several liquefied natural gas (LNG) pipelines, which it leases to gas distribution companies, at fixed rates per cubic metre of gas that is transported through the pipelines. Maintenance is contracted out to an engineering contractor for a fixed annual fee. The two major expenses are depreciation on the pipelines and interest on the debts that were incurred to raise the cash to buy the pipelines. Profits are high and showing a slow but constant growth rate. The industry is stable, with very little competition. However, there is a risk that the ACCC may intervene to reduce the rates that XYZ can charge its customers. Finally, the risk of interest rate movements has been eliminated by a comprehensive hedging program.

   XYZ has a staff of twenty. The accounts department consists of one accountant and two accounts clerks. One clerk is responsible for cash receipts and payments, all of which are electronic, while the other records all transactions in the journals, including the calculation and recording of depreciation. The accountant reviews their work regularly and provides assistance with more complex transactions, as well as preparing the financial statements and liaising with the auditors, the CEO and the board of directors. The valuation and useful life of the company's pipelines are reviewed annually by external consultants and these results are reported to the board and are used in the preparation of the financial statements.

   Required:

   a) List four business risk factors, which would impact on the accuracy of depreciation? Overall, is the business risk for accuracy of depreciation high medium or low?

   b) List two mitigating controls that would reduce the risk of error in the accuracy of depreciation?

c) For each control, list one test of control that could be performed to determine the control operates effectively.

d) Once the mitigating controls are taken into account, what is the residual risk of error in the accuracy of depreciation (high medium or low)?

e) How much substantive analytical procedures and tests of detail should be performed to reduce the risk of errors, in the accuracy of depreciation, to an acceptable amount?

f) List two substantive procedures that should be performed to test the accuracy of depreciation for XYZ Ltd.

TUTORIAL QUESTIONS

NOTE: Assignment Part (i) is due in this tutorial

1. ABC Ltd owns a chain of computer retail stores. The company is suffering from strong competition from major department stores and online computer retailers. In addition, the mix of products that consumers buy is constantly changing, with more demand for personal digital music players, such as iPods, and digital cameras, and less demand for personal computers. Because of this, the company's profits have fallen in recent years and cash flow is weak. While the company is still able to pay the interest on its debts, it is in danger of violating the debt covenant, which requires it to maintain a certain level of return on equity and a certain gearing ratio. Furthermore, it is likely to struggle to make large loan principal repayments, which are due at the end of the year. To overcome this, the company has engaged an investment bank to try and find investors for a private equity capital raising.

   As inventory is a major asset class, ABC has several controls in place for it. All inventory is stored in a central warehouse, which is guarded by a major security firm. The company's stores are all in shopping centres and are protected by the shopping centre security systems. Once a month, an inventory stocktake is conducted at the warehouse and at all stores, to check for missing or damaged inventory and adjusting entries are posted to the journal to deal with any problems? Furthermore, the purchasing manger reviews the sales of all inventory liens on a monthly basis and only orders new stock of the exiting stock is selling well and the quantity on hand is falling.

   Required:

   a) List five business risk factors, which would impact on the valuation of inventory? Overall, is the business risk, for valuation of inventory high medium or low?

   b) List two mitigating controls that would reduce the risk of error in the valuation of inventory?

   c) For each control, list one test of control that could be performed to determine the control operates effectively.

d) Once the mitigating controls are taken into account, what is the residual risk of error in the valuation of inventory (high medium or low)?

e) How much substantive analytical procedures and tests of detail should be performed to reduce the risk of errors, in the valuation of inventory, to an acceptable amount?

f) List three substantive procedures that should be performed to test the valuation of inventory assertion for ABC Ltd?

2. During the course of an audit engagement, an independent auditor must address the concept of *materiality*. This concept is inherent in the work of the independent auditor and is important for planning, evidence gatherings, error evaluation and in the audit opinion forming process.

Required:

(a) Briefly describe what is meant by the independent auditor's concept of materiality.

(b) Outline the relevance of materiality during each of the following stages of the audit process:
- Planning
- Evaluation of the results of audit testing
- Forming an audit opinion

(c) Discuss the process of setting audit materiality.

3. Roebuck and Martinov, Chapter 10A, Question 9 (p. 195).

Overview of the Course to Date – ‘Cable Co Chronicles: Portrait of an Audit’ Video

WEEK 7 LECTURE: Tuesday, 5 Sept 2006

No prescribed reading from texts.

Some guidance as to the format and coverage of the mid-session examination will be provided in the lecture.

Lecture Discussion Questions

This lecture will be devoted to an overview of the course to date. During the lecture ‘The Cable Co Chronicles’ Video will be used as a basis for discussion and to bring together all aspects of the course to date. The following questions are to be read prior to the lecture as a useful viewing guide.

PART I

1. What type of entity is Cable Co for audit purposes?
2. Identify the various information sources used by the auditor in preparing the proposal for Cable Co engagement.
3. Outline Cable Co’s business objectives/future plans.
4. Who are the users of Cable Co’s audited financial reports?
5. What was the reason for Cable Co wanting to change auditors?

PART II

6. Outline client acceptance issues considered in relation to the preparation of tender proposal.
7. Outline issues brought up in relation to IT review.
8. What specific risks were identified during the initial planning stage?

PART III

9. Outline specific industry risk in relation to Cable Co.
10. Outline control risk evaluation and the planned use of substantive analytical procedures.

PART IV/V

11. Discuss the problems found by the auditors in relation to Cable Co’s payroll.
12. Outline the related party transactions issue and its resolution.

Revision Questions (To be discussed in lecture)

Question One

For the following cases a brief explanation as to why this risk represents a risk to the auditor, the key account affected and the prime assertion at risk.

a) Your audit client SNOWWONDER Limited operates a chain of retail ski shops. This year they have had a great success with a new skibinding patented by SNOWWONDER and manufactured specifically for them by a subcontractor. Due to its success and a predicted continuing good snow season, your client has decided to stockpile large amounts of these skibindings. They are confident that the bindings will sell either this season or in the next ski season. While watching the local TV sport station you become aware of a new breakthrough in ski technology which requires a totally new concept in skibindings. This new concept is already proving to be very successful in the US and Europe and is about to be introduced into Australia.

b) You (the audit senior) have found that your client intends to apply for public listing in order to raise additional capital due to severe liquidity pressures. You have also found that creditors reconciliations have not been prepared for some time.

c) ABC Limited owns significant amounts of plant and machinery which is being continually upgraded by company engineers. The repairs and maintenance expense has dramatically decreased compared to prior years whilst profit before tax has remained stable.

Question Two

For the following account balances and financial report assertions, detail an appropriate specific substantive test of detail.

a) Completeness of Provision for Long Service Leave
b) Occurrence of Sales
c) Existence of Accounts Receivable

Question Three

Items (a) through (e) are examples of internal controls you have documented for the **sales/debtors area**. For each of the items below state the **primary audit assertion** being fulfilled if the control is in effect.

a) Prices, extensions and additions are checked on all sales invoices.
b) Sales orders, invoices and credit notes are issued and filed in numerical sequence and are the sequences accounted for periodically.
c) All invoices are supported by authorised orders and quantities matched to despatch notes.
d) All changes to the price list, are authorised by the sales manager.
e) All increases in credit limits are reviewed and approved by a responsible officer.

Question Four

You are a new graduate on the assignment of XYZ Limited and have received the audit plan for the areas listed below. This plan shows the account and the detailed procedure to be performed. The audit senior has asked you to identify the financial report assertion that each of the procedures addresses before you perform the procedures.

a) **Payroll Expense:** Select a sample of factory weekly payments for individual employees and trace the details of each employee to their personnel record file and the hours worked to the authorized 'sign on card
b) **Investments:** Sight the share scrip for a sample of the shares held at year end.
c) **Inventory:** At annual stocktake test check a sample of inventory items from the physical stock to the count sheets
d) **Trade creditors:** Purchases: Select a sample of invoices unpaid at year end, and agree them to the creditors' sub-ledger or a listing of accruals.

Question Five

You have commenced the audit of Aztec Limited and a new graduate has undertaken certain tests. In each of the following situations, briefly explain why the graduate has not obtained sufficient appropriate evidence or has concluded incorrectly.

i) One of the central procedures that you wish to rely on is that any increases in credit limits are authorised by the Financial Controller. The graduate checks to the company's policy manual and notes that this control procedure is required. He concludes that the control is operating effectively and can be relied on.

ii) A test of controls of 60 sales transactions was undertaken which resulted in four errors. The working papers noted that none of the errors found was material and the conclusion from conducting the test was that: "the system is operating satisfactorily".

Question Six

You have commenced the planning phase of the audit of WOW Ltd for the year ended December 2005 and have calculated the following ratios.

	Industry Median	Audited (December 2004)	Unaudited Estimates (December 2005)
Current Ratio	2.90	3.47	5.69
Quick Ratio	1.90	2.83	5.09
Accounts Receivable Turnover (Times)	18.43	24.86	14.56
Inventory Turnover (Times)	2.85	5.81	5.83
Times Interest Earned	3.35	4.14	4.23

a) From the ratio analysis above, identify the key risk associated with the audit of the client. In your explanation, include the account and assertion at risk.

b) Given the above information, determine whether accounts receivable or inventory is the more material and justify your answer.

WEEK 8 - MID-SESSION EXAMINATION

Tuesday 12 September 2006

A Mid-session Examination worth 25% will be held during this week, on Tuesday, 12 September 2006. The examination covers material up to and including week 7.

The exam is to be held between 14:00 – 16:00. Location: Squarehouse, Kensington Room. Refer to WebCT for further information.

THERE ARE NO TUTORIALS IN WEEK 8

Using the Work of Others/Internal Audit/Public Sector Auditing

WEEK 9 LECTURE: Tuesday, 19 September 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapter 8 (pp. 374-376), Chapters 15 and 16
* Roebuck and Martinov, Case 4-9 (pp. 68-69) and Solution (pp. 223-224)
* Roebuck and Martinov, Chapter 9, Mock Examination 1, Question 4 Part A (p. 166) and Solution (p. 171)

Standards:

*	AUS 602	Using the Work of Another Auditor
*	AUS 604	Considering the Work of Internal Auditing
*	AUS 606	Using the Work of an Expert
	AUS 806	Performance Auditing
	AUS 904	Engagements to Perform Agreed-upon Procedures

Lecture Discussion Question:

Your accounting firm has recently acquired a new audit client, which operates a major industrial plant. Coal is the main raw material used to generate power for the plant.

(a) Consider whether the use of an independent expert will be necessary to determine the quantity of coal held in stockpiles at the plant.

(b) Assuming such is required, outline the broad procedures that are necessary for you to be able to rely on the expert's work.

TUTORIAL QUESTIONS

NOTE: Assignment Part (ii) is due in this tutorial

No set questions for this week.

During the tutorial in week 9 your mid-session test will be returned and the answers will be reviewed.

Auditing in an IT Environment – Background and Internal Controls (Week 10)

Auditing in an IT Environment – Audit Procedures/CAATs (Week 11)

WEEK 10 LECTURE: Tuesday, 3 October 2006

WEEK 11 LECTURE: Tuesday, 10 October 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapter 8 (pp. 362-373), Chapter 9 (pp. 428-433), Chapter 10 (pp. 493-497)
* Roebuck and Martinov, Case 2-6 (p. 34) and Solution (p. 209)
* Roebuck and Martinov, Cases 4-4, 4-5 (pp. 61-64), 4-7 (pp. 65-66) and Solutions (pp. 219-223)
* Roebuck and Martinov, Chapter 9, Mock Examination 1, Question 2 (pp. 164-165) and Solution (p. 170)

Standards:

*	AUS 402	Understanding the Entity and its Environment and Assessing the Risks of Material Misstatement
	AGS 1018	IT Environments – Stand-alone computers
	AGS 1020	IT Environments – On-line Computer Systems
	AGS 1022	IT Environments – Database Systems
	AGS 1056	Electronic Commerce: Effect on the Audit of a Financial Report
	AGS 1060	Computer Assisted Audit Techniques

Lecture Discussion Questions:

Lecture on Tuesday, 3 October 2006 (Week 10)

1. You have been assigned to the audit of a private company which operates a plant nursery with a turnover of $2 million a year. The total number of full-time employees working for the company is 10, together with 3 to 5 casual employees as and when required on weekends. The company is run by a husband and wife team who are the directors and shareholders and a full time accounts clerk, Margaret, who is responsible for all accounting related tasks including debtors, stock, payroll and creditors. All accounting functions are performed on a stand alone PC which runs purchased software from a software house which specialises in the nursery industry. The access to various applications is controlled by passwords. Margaret records passwords to each application in her top drawer. Back up CD's, for all application data, are created on a regular basis, appropriately labelled and maintained in a "back-up" case next to the PC.

As a security measure, the keyboard to the PC has a locking mechanism to control access to the on/off switch. Each night the machine is locked and the key left at reception in case the directors need to access the computer.

The office of the company is located in a large mobile caravan inside the nursery which is well fenced. The company trades 7 days a week but Margaret only works Mondays to Fridays. The office is also used by various members of the staff to process sales invoices and dispatch documents.

Instructions on the use of various applications of software are maintained behind the desk on which the PC is located for ease of access by Margaret as she needs to refer to these on a regular basis.

Required:
Identify major weaknesses in the general IT control environment and suggest remedies for each weakness.

2. You have just been appointed auditor of A Limited (A). As part of the audit planning process you have visited the premises and noted the following issues:
   - A's IT function is under the overall control of the Finance Director. However the day to day operations are the responsibility of the IT Manager who has had significant IT experience.
   - The key modules of A's Financial Management System (FMS) are currently undergoing significant modification. The Systems Analyst who initially implemented the FMS was recently dismissed as a result of a disagreement with the IT Manager.
   - A few days after the dismissal, the Systems Analyst returned to A's IT department and made some unauthorised changes to the FMS.
   - Subsequent to the dismissal of the Systems Analyst, the FMS development work lost direction. The programmers, who received their detailed instructions from the Systems Analyst, had no written instructions or documented system specifications for the FMS modifications. All such instructions and specifications had been given by the Systems Analyst verbally.
   - Only IT department staff are allowed access to the IT department. When you visited, however, you were able to enter the department, review existing FMS documentation, and make changes to a FMS program under development via a terminal which was logged on but not attended by a programmer. During this period you were not asked for identification and were left alone for long periods of time.

   Required:
   Identify major weaknesses in the general IT control environment and suggest remedies for each weakness.

Lecture on Tuesday, 10 October 2006 (Week 11)

Question One

Toan & Associates are a firm of solicitors specialising in commercial law. An audit is required under the solicitors' trust regulations. Recent changes in government regulation have deregulated the fees of commercial lawyers, with the result that legal fees have decreased by 20% over the past year. The firm has 4 partners, 90 associates and 6 support staff. All financial records are contained on a personal computer. A general ledger software package that is widely used by legal firms is used by the organisation. The general ledger package also contains an accounts receivable subsidiary ledger, a work-in-progress file (which shows current status of legal cases) and a payroll subsidiary ledger.

All financial records, including all payroll documentation, are maintained by the ledger clerk. The payroll details entered consist of changes to standing data, and transactions. The changes to standing data are additions and deletions of staff to the payroll master file, change of address, variation of approved fortnightly pay, and change to approved overtime rate. Any such changes are contained on a variation of payroll information form which is approved by the personnel partner and one other partner. After being entered into the system, the variation of payroll information form is filed in numerical sequence.

The transaction data is entered each fortnight when the partners and staff complete a pay sheet which assigns their times to jobs. This is entered into the computer package by the ledger clerk and is used to update the work-in-progress file and the payroll file. If any staff work overtime, which must be approved by the partner in charge of the case (evidenced by the partner initialling the pay sheet), this is entered and the overtime is paid at the approved set rate.

The following reports are produced each fortnight and are reviewed and authorised by all partners, at fortnightly partners' meetings:

- Printout of year-to-date payroll master file.
- Payroll transactions file for the last fortnight.
- List of staff who have undertaken overtime in the last fortnight.
- Current status of all cases in progress.
- Cases in progress where additional work has been undertaken over the last fortnight.
- Cases completed and billed over the last fortnight.
- List of accounts receivable master file.

Required:

(a) Identify any controls that exist in the payroll area. For the controls identified, detail the relevant assertion that each control addresses.

(b) The client's software package contains a programmed range check on the payroll file. No associate's fortnightly pay (before overtime) should be outside the range of $2,200-$4,000. Identify and illustrate by example with respect to this control the technique(s) by which the auditor could obtain <u>direct</u> evidence that this programmed control is working.

(c) Some of the reports generated by the client each fortnight are exception reports. Identify which of the reports generated are exception reports. Explain and distinguish between the relevance of the reports to:

(i) the partners of the law firm
(ii) the auditors.

(d) The auditors also use the same exception reports for their audit. Instead of relying on the client-generated exception reports the auditors decide to generate their own. Which computer-assisted audit techniques will aid the auditors in generating these reports? Why would the auditors decide to generate their own reports rather than rely on the client-generated reports?

Question Two

FGH Ltd maintains its sales transactions in the following file.

01 Invoice Number
02 Customer Number
03 Item Number
04 Quantity
05 Sundry Charges
06 Order Date

a) Why isn't the order total stored? Why could this present a problem?
b) How would you use GAS to test for completeness of sales?
c) How would you use GAS to test for occurrence of sales?
d) How would you use GAS to test for accuracy of sales?
e) How would you use GAS to test for cut-off of sales?

TUTORIAL QUESTIONS WEEKS 10 and 11

TUTORIAL QUESTIONS FOR TUTORIALS IN WEEK 10 COMMENCING 4TH OCTOBER 2006

1. (a) What are the implications of the existence of a computer environment at a client's place of business for an auditor?
   (b) What are the differences between general and application controls in an IT environment?

2. Roebuck and Martinov, Case 2-4, Part 2 (p. 30).

3. XYZ Ltd has a computerised payroll system. The payroll file contains the following fields.

Field	Description
10	Employee Number
11	Department/Unit Number
12	Name
13	Street Address
14	State
15	Post Code
16	Telephone Area Code
17	Telephone Number
18	Mobile Number
19	Employment Start Date
20	Termination Date
21	Annual Gross Salary
22	Annual Leave Balance

(a) For each of the following controls, which field would you use it for, which audit assertion would it help address
- Valid code test
- Limit/reasonableness test
- Field test
- Auto-numbering

(b) Which field is the primary key and which field is the foreign key? What is the purpose of each key field?
(c) If an employee works different hours and is paid differing amounts, each fortnight, how would this be stored?
(d) Why aren't the annual income tax and the annual net salary stored in the file?
(e) If XYZ wants to allow the payroll clerk to be able to add new employees and changed their details, but not delete them, how can this be controlled?

TUTORIAL QUESTIONS FOR TUTORIALS IN WEEK 11 COMMENCING 11th OCTOBER 2006

1. How does the nature of accounting errors differ between a manual and a computerised accounting system? How does this affect the audit strategy?

2. You are the auditor of Loans Limited, and are in the process of planning the audit of their investment funds, which are strictly invested in residential mortgages.

   The mortgage subsidiary ledger is maintained on a centralised database in the following format:

Field	Information
1	Loan number
2	Customer number
3	Property number (of mortgaged property)
4	Date of issue
5	Original mortgage/loan amount
6	Term of mortgage/loan
7	Fixed or floating rate
8	Interest rate (for fixed rate mortgages)
9	Current balance outstanding

You have satisfied yourself that general controls in the system are reliable.

Required:

(a) Define general audit software (GAS).

(b) Identify two key financial report assertions in relation to the current mortgage/loan balance outstanding (Field 9) and explain why they constitute key assertions.

(c) For the assertions identified in (b) above describe two specific examples how GAS can be used in the substantive testing of mortgage/loans balance outstanding.

(d) Describe one specific IT application control you would expect to find in the above system to assist with addressing the financial report assertions identified in (b) above.

3. ABC Ltd has the following field in its accounting system. ABC Ltd requires payment of all debts within 30 days.

Customers Table			**Orders Table**	
Field No	**Field Name**		**Field No**	**Field Name**
1	Customer Number		11	Order Number
2	Name		12	Customer Number
3	Street Address		13	Date
4	City		14	Item Number
5	State		15	Quantity
6	Post Code		16	Sale Price
7	Phone Number		17	Order Total
8	Credit Limit			
9	Outstanding Balance		**Inventory Table**	
10	Last Payment Date			
			Field No	**Field Name**
			21	Item Number
			22	Item Description
			23	Quantity on Hand
			24	Cost
			25	Last Dispatch Date
			26	Last Receiving Date

Required

a) What is an exception report?

b) Using the ABC Ltd files, listed above, give one example of an exception report that audit software could generate, to help you test each of the following assertions.

i) Valuation of accounts receivable
ii) Occurrence of sales
iii) Completeness of inventory
iv) Valuation of Inventory

c) Using the ABC Ltd files, listed above, give one example of a report (not an exception report) that audit software could generate, to help you test each of the following assertions.

i) Accuracy of sales
ii) Valuation of Inventory
iii) Existence of Accounts Receivable

Completing the Audit Process and Audit Reporting

WEEK 12 LECTURE: Tuesday, 17 October 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapters. 12, 13 and 14
* Roebuck and Martinov, Cases 3-1 Parts 1 and 3 (pp. 44-48), 5-5 (pp. 81-82), 5-8 (pp. 85-86), 9-6 (p. 189) and Solutions (pp. 211-217; 225-227; 243)
* Roebuck and Martinov, Chapter 9, Mock Examination 1, Question 4 Part C (p. 166) and Solution (p. 171)

Standards:

	AUS 212	Other Information in Documents Containing Audited Financial Reports
*	AUS 702	Audit Report on a General Purpose Financial Report
*	AUS 706	Subsequent Events
*	AUS 708	Going Concern
	AUS 802	The Audit Report on Financial Information Other than a General Purpose Financial Report
	AGS 1006	Expressions of Opinion on Internal Control
	AGS 1016	Audit and Review Reports - Half Year Accounts and Consolidated Accounts
	AGS 1066	Reporting by Auditors on Compliance with International Financial Reporting Standards

Lecture Discussion Questions:

1. Turbo audited Charge Ltd. For the year ended 30 June 19X8. Turbo is aware that certain events and transactions that took place after 30 June 19X8, but before he issues his report dated 31 August 19X8, may affect the company's financial statements.

   The following material events or transactions have come to his attention:

   (a) On 15 July 19X8, the company settled and paid a personal injury claim to a former employee as the result of an accident that occurred in September 19X7. The company had not previously recorded a liability for the claim.

   (b) On 25 July 19X8, the company agreed to purchase for cash the outstanding shares of Electronic Fuel Injection Ltd. The acquisition is likely to double the sales volume of Charge Ltd.

   (c) On 1 August 19X8, a plant owned by Charge Ltd was damaged by a flood resulting in an uninsured loss of inventory.

(d) On 5 August 19X8, Charge Ltd. issued and sold to the general public $2 million in convertible notes.

Required:

(a) For each of the events or transactions described above, indicate the audit procedures that should have brought the item to the attention of the auditor.

(b) Determine the action(s), if any, that the auditor needs to take in relation to each of the above events.

2. Outline and justify the audit opinion that the auditor should issue in each of the following independent situations.

With the exception of the issues outlined, assume that the auditor is satisfied in all other material respects.

(i) Your client has intangible assets, being trademarks, which are recorded in the accounts at $4,500,000. The value is the same as in the prior year. During the year, your client commissioned in independent valuation of the trademarks. This valued them at $2,850,000. Management refuses to adjust the financial statements to reflect the revised valuation.

The materiality for the client has been set at $1,200,000.

(ii) The client's solicitor's representation letter reveals that there is a possibility of a large legal settlement being made against the client. The client refuses to disclose this fact in the accounts or the notes to the accounts as the cause of the legal action occurred after year end.

(iii) A company loses most if its accounting records due to a fire in its accounts department. Although it is able to reconstruct its financial statements due to an asset stocktake, third party confirmation procedures and inquiries from creditors, there is no documentation to support transactions for the year.

(iv) A cut-off error is identified by the auditor which results in an understatement of sales, debtors and profit. The client decides not to adjust the accounts on the basis of this error and the auditor determines that the error is not material to the financial statements.

(v) A consignment of inventory is incorrectly excluded from inventory and creditors. The client decides not to adjust the accounts on the basis of this error and the auditor determines that the error is material to the financial statements.

TUTORIAL QUESTIONS

NOTE: Assignment Part (iii) is due in this tutorial

1. Explain how this situation should be dealt with in the financial statements. Justify your decision:

   You are the auditor of Codd Ltd. You are about to sign the audit report on the financial statements for the year ended 30 June 2005 when you become aware that the client has received an amended assessment from the Tax Office. The amendment for $285,000 is a result of tax audit conducted in March 2005. The amount is material and the company has indicated that it will not appeal against the amendment.

2. (i) Explain briefly what is meant by the 'going concern' concept and its significance to the audit.

   (ii) Based on the information provided what would be the value of buildings (a) under the going concern basis, and (b) if the company was not a going concern.

	$
Buildings at cost	6,000
Accumulated depreciation	500
Current sales value (excl. land)	3,000
Cost of disposal	25

   (iii) Detail three (3) factors that would assist you in determining the 'going concern' basis for a home unit property developer. (Justify the relevance of each of the factors chosen.)

   NOTE: You may wish to present your answer in the following format:

Factor	**Relevance to going concern**

3. Roebuck and Martinov, Chapter 10G, Questions 53, 54, 57, 58 and 59 (p. 201).

Legal Liability / Ethics

WEEK 13 LECTURE: Tuesday, 24 October 2006

READING GUIDE

Textbook Reference:

Gay and Simnett, Chapters 3 and 4
* Roebuck and Martinov, Cases 6-2 (p. 89), 6-3 (p. 90) and Solutions (pp. 228-231)
* Roebuck and Martinov, Chapter 9, Mock Examination 1, Question 4B (p. 166) and Solution (p. 171)

Standards:

Code of Professional Conduct and Professional Statements: CPC Section * B, C4, C5, D1, D2
* F1, F3, F5, F6, F7

Lecture Discussion Questions:

1. In his comprehensive judgement in Pacific Acceptance Corporation v Forsyth, Moffit J. set out the duties of the auditor. Briefly outline these duties. Consider also the relationship between these common law duties and the auditing standards.

2. During this lecture you will watch a video "*How to Steal $500 Million*"

   The following questions are to be read prior to the lecture as a useful viewing guide:

   (a) What accounting treatment did Phar-Mor use to hide their losses?
   (b) Which audit assertions would have been at risk given this accounting treatment?
   (c) How did Phar-Mor cover up their gross overstatement of inventory?
   (d) How was the fraud uncovered in the end?
   (e) Do you think the auditor's testing should have uncovered the fraud or do you agree with Coopers & Lybrand that auditors are "watchdogs not bloodhounds"?
   (f) Are there any new audit standards / pronouncements that could specifically address the Phar-Mor issues?
   (g) The accounting department took the unethical option to continually falsify records for Phar-Mor. What other options would have been available to those staff?

TUTORIAL QUESTIONS

Ethics:

1. The following each involve a possible violation of the professional bodies' (ICAA and CPAA) ethical rules. For each situation, identify relevant applicable CPC Section B fundamental principle(s) and whether it is being complied with.

   (a) John Brown is a chartered accountant, but not a partner, with three years of professional experience with Lyle, and Lyle Chartered Accountants, a one-office firm. He owns 2,500 shares in an audit client of the firm, but he does not take part in the audit of the client and the amount of stock is not material in relation to his total wealth.

   (b) A client requests assistance of J. Bacon, Chartered Accountant, in the installation of a computer system for maintaining production records. Bacon had no experience in this type of work and no knowledge of the client's production records, so he obtained assistance from a computer consultant. The consultant is not in the practice of public accounting, but Bacon is confident of his professional skills. Because of the highly technical nature of the work Bacon is not able to review the consultant's work.

   (c) Five small Sydney public accounting firms have become involved in an information project by taking part in an interfirm working paper review program. Under the program, each firm designates two partners to review the working papers, including the tax returns and the financial statements of another public accounting firm taking part in the program. At the end of each review, the auditors who prepared the working papers and the reviewers have a conference to discuss the strengths and weaknesses of the audit. They do not obtain authorisation from the audit client before the review takes place.

2. (a) Audit independence has been described as the cornerstone of the auditing profession. Define actual and perceived independence.

   (b) As a result of the corporate collapses involving fraud there have been worldwide calls for changes to the regulation of the Accounting and Auditing Profession. Discuss the response of the Australian regulatory bodies to such calls. Your answer should provide specific examples of suggested or mandated initiatives.

Law:

3. In his comprehensive judgement in Pacific Acceptance Corporation v Forsyth, Moffit J. set out the duties of the auditor. Briefly outline these duties. Consider also the relationship between these common law duties and the auditing standards.

4. Outline the significance of the AWA Limited v Daniels (trading as Deloitte, Haskins and Sells) and others decisions for the auditing profession.

5. What is the 'proximity test' with regard to auditor's liability to third parties? Support your explanation with relevant legal cases.

Course Review and Current Issues

WEEK 14 LECTURE: Tuesday, 31 October 2006

READING GUIDE

No prescribed readings.

This Lecture will provide a review of the course, as well as provide an overview of recent developments relating to the Auditing profession.

10.2 GROUP ASSIGNMENT WORK PLAN

By Week:	Activity	Deliverable
3	Finalise groups of 4.	Hand in completed 'Assignment Group Allocation Form' to your tutor during Week 3 (Tutorials beginning 8 August 2006).
4	Problem scoping, gather relevant background information on Woolworths Limited, major competitors, industry factors, etc. including detailed analysis of the Woolworths Limited latest annual report. Prepare detailed timetable and member responsibilities to ensure timely completion of each of the 3 assignment parts.	
6	Complete Assignment Part (i)	Hand in Assignment Part (i) at commencement of tutorial
9	Complete Assignment Part (ii)	Hand in Assignment Part (ii) at commencement of tutorial
12	Complete Assignment Part (iii)	Hand in Assignment Part (iii) at commencement of tutorial

10.3 Assignment Group Allocation Form

Tutorial Details

Day and Time: ____

Number: ____

Tutor: ____.

Group Details:

Group Name:
(Optional) ____

Group Members:	Student Names:	Student Numbers:
	1 ____________________________________	____________
	2 ____________________________________	____________
	3 ____________________________________	____________
	4 ____________________________________	____________

10.4 GROUP ASSIGNMENT COVER SHEET

Overleaf

Note: All students MUST sign the declaration on the cover sheet. Failure to do so will result in a mark of zero being awarded.

THE UNIVERSITY OF NEW SOUTH WALES

School of Accounting

ASSIGNMENT COVER SHEET

Student Number: ______________
____
____
____
____

Name: ______________________
____
____
____
____

Course: ______________________

Lecturer: ____________________ **Tutor**: ____________________

Tutorial

Day: ___________ **Time**: ________ **Classroom**: _____________

Assignment Item/Title/Question: _________________________________

Date Due: __________________ **Date Submitted**: ______________

I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item:

Reproduce this assessment item and provide a copy to another member of the University; and/or,

Communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).

I certify that I have read and understood the University Rules in respect of Student Academic Misconduct.

Student Signature:	Date:

10.5 GROUP ASSIGNMENT PEER EVALUATION FORM

The purpose of this form **is to allow you to assess the amount of effort each member of your group has put into the completion of the assignment.**

You should take care to complete this form honestly.

Individual responses will be kept confidential.

In the spaces provided, list all members of your group (including yourself) and allocate a mark out of 10 to each group member to indicate their effort in completing the assignment.

Each group member's mark will be determined using the following formula:

> Assume the assignment was awarded a mark of 6/10 and you were awarded a peer evaluation average of 8/10. This would result in you receiving a final mark of 4.8 out of 10, calculated as 80 percent of 6. If you were awarded a peer evaluation average of 10/10 you would receive the full 6 marks out of 10.

Please note that the marks are NOT allocated proportionally across the group members. In other words if all the group members receive a peer evaluation average of 10/10 then using the above example everyone will receive 6 out of 10.

<u>Tutorial Details:</u>

Tutorial Day and Time:**…………………………………………………………………**

Tutor:**…………………………………………**

<u>Group Details:</u> Group Name (Optional): **…………..……………..**

<u>Group Members</u>:

Student Names: **Student Numbers:** **Mark out of 10:**

1. **Your Name and Student Number**:

……………………………………………………… ….………… ……………

Other Group Members:

2. **……………………………………………………… …………….. …………..**

3. **……………………………………………………… …………….. ……………**

4. **……………………………………………………… ……………. …………..**

PLEASE HAND A COPY OF THIS FORM TO YOUR TUTOR WITH EACH PART OF THE ASSIGNMENT. i.e. DURING YOUR TUTORIALS IN WEEKS 6, 9 and 12