

Mark Sheet - Conference Paper
COMP _____ **CSSE** _____ **DECO** _____ **ENGG** _____ **METR** _____

Student Name:		Student Number:		Supervisor:	
For each criteria, choose the highest grade band for which the student's conference paper meets the stated standards. The weighting of each criteria is at the discretion of the marker and depends on the nature of the thesis.					
Grade Band	Adherence to Style	Written English	Abstract	Background Material	Discussion
Excellent (85 - 100%)	The document conforms exactly to the given specifications	The document contains no spelling errors and only minor grammatical errors. The written style is of a professional standard.	The content and results of the paper are accurately yet concisely summarised.	The student has reviewed significant literature in the topic area, and has clearly and concisely presented the necessary background material. The relevance of the reviewed material to the topic area has been clearly shown and meaningful conclusions reached.	The student has reviewed his or her own work, demonstrates excellent understanding and has clearly and accurately illustrated the relevance of the work to the topic area.
Very Good (75 - 84%)		The document contains no spelling errors and a few grammatical errors. The written style is of a high standard	The content and results of the paper are accurately summarised.	The student has reviewed significant literature in the topic area, and has presented the necessary background material. The relevance of the reviewed material to the topic area has been shown, and meaningful conclusions reached.	The student has reasonably considered his or her own work, demonstrates very good understanding and has demonstrated the relevance of the work.
Good (65 - 74%)	The document conforms closely to the given specifications	Occasional spelling errors and/or grammatical errors. A reasonable standard of English	The content and results of the paper are summarized.	The student has reviewed relevant literature in the topic area, and presented necessary background material. The student shows good understanding of the material and its relevance.	The student demonstrates good understanding of the work conducted and some insight into the relevance of the work.
Satisfactory (50 - 64%)	The document meets most of the specifications.	Some spelling errors. Some grammatical errors. An acceptable standard of English	The content and results of the paper are satisfactorily captured.	The student has reviewed some literature in the topic area, and presented some meaningful theory which is relevant to the topic.	The student demonstrates satisfactory understanding of the work conducted and its relevance.
Poor (25 - 49%)	Many specifications were ignored.	Many spelling errors and/or grammatical errors. Poor English.	The abstract is not clear about the paper content and results.	Limited coverage of relevant background material. Flaws in understanding are evident.	The student demonstrates poor understanding of the work and/or has little insight into the relevance of the work conducted.
Very Poor (0 - 24%)	What specifications?	Numerous errors. Completely unacceptable standard of English.	No summary. No idea at all.	The literature reviewed and the theory presented are irrelevant to the topic area.	The student demonstrates no understanding of the work and/or has no insight into the relevance of the work conducted.
Mark: / 100		Comments:			
			Supervisor's Signature:		Date:

This mark sheet is for School of ITEE thesis project courses commencing after 1 July 2013. **Supervisors:** Once the mark is entered into the Project Database, lodge this mark sheet with the ITEE Coursework Office, 78-425. Provide a copy to the student or advise them that they can obtain a copy at the ITEE Coursework Office.

Conference Paper Marking Guidelines

The conference paper should demonstrate that the student has achieved:

1. Adherence to style of a conference paper, and specifically to the template provided.
2. Excellence of written English in technical communication
3. The ability to "Abstract" a paper
4. Presentation of essential background material
5. Discussion of implication of literature review and investigations completed.

Adherence to spirit and style of a conference paper, and specifically to the template provided.

A conference paper is usually read as an isolated work, and so it must stand alone. Your communication of your chosen topic must be complete, concise and effective. As conference papers are usually published together in bound conference proceedings, strict adherence to the paper layout guidelines is expected to ensure a uniform and professional appearance of the complete document.

Excellence of written English in technical communication

Any work presented for publication by a journal or at a conference must meet the highest standards of written English. There should be no spelling errors or grammatical errors. English style should be formal and professional, adhering to the conventions of technical prose.

The ability to "Abstract" a paper

Since the abstract is often used in searchable publication databases, it is vital that it accurately reflects the content of the paper it summarises. It should contain a summary of the topic of the paper and the experiments or development undertaken. Yet it should be concise.

Presentation of essential background material

Although usually read by those within the field, a review of the relevant literature, and some revision of necessary theory is still expected. This should be concise and precise. Explanation of the relevance and implications to your work should put this theory and literature review in perspective.

Discussion

The discussion of the work should demonstrate complete understanding of the work and insight into the relevance of the work to the topic area – based on the presented review of background material. Your conclusions should summarize the work and the implications of your findings.

Generating a grade

All of these factors must be considered to greater or lesser degrees in the assessment of the conference paper, depending on the nature of the thesis. Linear weighting of these features is not the fairest method of determining a grade. The guidelines on the mark sheet are designed to assist examiners in coming to a fair mark, but the balance of the mark is dependent on the discretion of the examiner.