

**Assessment Information**

# COURSE (Year): PU5926/PU5927 PROFESSIONAL PLACEMENT IN HEALTH DATA SCIENCE (2024/25)

# ASSESSMENT: 5 – Executive report

## Aims

## To record the application of your academic knowledge and health data science skills in a professional environment

To reflect on professional development and progress during the placement.

## To evaluate student professional placement performance as reported by the placement host (organisational sign off).

## Learning Outcomes

## This assessment aligns with the course learning outcomes:

1. Demonstrate evidence of the application of academic and technical skills in the workplace, including collection of relevant data, synthesis, analysis and interpretation;
2. Clearly communicate data science outputs to relevant stakeholders.

## Weighting

This assessment is summative. It will contribute 30% your final course grade.

## Due Date

You should submit your final work before **Thursday 28 August 2025, 14:00** (week 12).

Students can submit up to 7 days late, however late submissions without a good cause extension will be given a penalty. The University operates a policy of standard penalties for late submission of coursework or parts of coursework. Please see [Key Education Policies for Students](https://www.abdn.ac.uk/staffnet/teaching/key-education-policies-for-students-11809.php#panel13739) for more information. No submissions after 7 days will be accepted. Please be aware that by submitting this assessment you are declaring yourself ‘fit to sit’ as defined in the guidance document and no appeal can be made based on illness, etc. after submission.

# Instructions

The Executive Report will comprise 3 parts: main report, appraisal and organisational sign-off.  
The first part should be produced and submitted by the student; the second part should be produced using host input but submitted by the student; the last part will be based solely on the host organisation feedback (no student action required).  
  
Details on each part of the assessment can be found in the next section.

## Format

*Part A. Main report*

The main part of your Executive Report should be submitted as a PDF file, with the option of additional submissions in alternative formats (such as weblinks to dashboards, applications, infographics, posters or other agreed formats).

Your submission should evidence the application of academic skills in the workplace and the PDF report should include relevant coverage on of the following: background/context of your project, the aim, methods, result(s)/product(s) and the implications of your work for the organisation.

#### Part B. Appraisal

The appraisal process provides an opportunity for you to reflect on your professional development and progress, to review achievements and identify any new training and development requirements. ***This part of the template can be extracted and sent to your host for input.***

Section One: General reflections

Looking back over the last ten weeks:

* What do you feel has gone well for you in relation to the placement? Are there any achievements that you would like to highlight?
* What do you feel hasn’t gone so well? Are there any difficulties that you can highlight?
* Do you feel that your role changed substantially during the placement? If so, please give examples. If not, please say why not.

Section Two: Contribution to organisation

Please complete the table below with your contributions. If there is anything that you feel is missing, please type it below the table.

| Communication Skills |  |
| --- | --- |
| Teamwork and Collaboration |  |
| Problem Solving Abilities |  |
| Adaptability and Flexibility |  |
| Leadership Skills |  |

**Anything else? – please enter below or type ‘Not applicable’.**

Section Three: Upward feedback

There is an opportunity in this section of the form to provide upward feedback on aspects of your work that you view positively together with details of any challenges or barriers that you have experienced. Upward feedback should be honest and constructive suggestions are encouraged. The following would be an example of suitable upward feedback:

* I feel I could have benefited from more regular catch-up meetings with my peers or University staff to discuss my work.

#### Part C. Organisational sign-off

The academic team will contact hosts directly to ask for their feedback through the Student Evaluation and Organisational Sign-Off (SEOS) form (copy in the Appendix).  
***No action required from students for this part of the assessment.***

## Word Count / Length

The indicative word count for a written report is 2000 words (with +/-10% leniency).

Please refer to the University’s Toolkit for useful guidance on how to create outputs and to access tools that will assist you: <https://www.abdn.ac.uk/toolkit/#skills>.

## Referencing

Appropriate referencing is required for this assessment and will be dependent on format.

If you opt to utilise generative AI tools as a part of your preparation for this assessment, please provide a statement indicating whether and how you used these tools for tasks such as grammar and spelling checks or for generating ideas. You must provide one of the statements below on your submission. You must also retain a complete copy of the prompts and responses generated in case this is required as part of an investigation of academic misconduct. It is your responsibility to provide this evidence if requested and failure to do so may result in academic misconduct penalties being applied.

Select the most appropriate declaration:

1. I confirm that I did not use generative AI tools in the preparation of this assessment.
2. I acknowledge the use of [insert AI system(s) and link] to [specific use of generative artificial intelligence]. The prompts used include [list of prompts]. The output from these prompts was used to [explain use].

## Marking Criteria

This assessment will be marked using the bespoke marking guide below.

Hosts will be asked to evaluate and provide feedback on your contribution to the organisation using the Student Evaluation and Organisational Sign-Off (SEOS) form, which will be a weblink emailed to them by one of the course team, guided by the SEOS Host Marking Guide below. This feedback will be taken into consideration by markers during the marking process in the Academic Appraisal criteria section of Assessment 3: Work-Based Placement Output Marking Guide below.

Your final grade will be determined using the [CGS scales](https://www.abdn.ac.uk/students/academic-life/CAS.php). This piece will be marked by one marker and then a sample from across the class will be moderated to ensure consistency in marking based on the university procedures for marking.

## Submission Information

Please upload your work to the appropriate dropbox in MyAberdeen in the appropriate format, e.g. Word document, PDF, PowerPoint, weblink.

## Feedback

You will be given a grade, based on the marking guide and academic judgement, on MyAberdeen. You will also receive individual feedback through marker comments on MyAberdeen. This feedback will be provided within three weeks after submitting the output.You will receive an email or a notification via announcements when feedback and grades are available.

**Appendix**

## Work-Based Placement Output Marking Guide

|  |  | **Distinction (A)/Commendation (B)** | **Masters (C/D)** | **Fail (E/F/G)** |
| --- | --- | --- | --- | --- |
| **Criteria** | **Weighting** | Exceeds expectations | Achieves expectations | Below expectations |
| **Synthesis of Work-Based Placement Activities** | 50 | Skilfully integrates and synthesises work-based placement activities, culminating in an output that fully meets the requirements of the host organisation. | Integrates work-based placement activities adequately to create a coherent output, however this may be lacking depth therefore not fully meeting the requirements of the host organisation. | Presents work-based placement activities in a disjointed or fragmented manner, with little integration or synthesis. The output may not meet the requirements of the host organisation. |
| **Professional Quality of Output** | 30 | Structures the output logically and cohesively, with a clear organisation and style appropriate to the content and audience. Information is presented in a professional manner with attention to detail. | Structures the output adequately, but organisation and style may lack some coherence or consistency. Information is generally presented in a professional manner, but attention to detail may vary. | Structure and style of the output are unclear or inconsistent, making it difficult to follow, attention to detail is lacking. |
| **Academic Appraisal** | 20 | Demonstrates exceptional proficiency across all assessed skills/attributes, consistently exceeding expectations and driving positive outcomes. | Demonstrates strong proficiency across all assessed skills/attributes, meeting expectations and contributing effectively to tasks and projects. | Demonstrates limited proficiency across all assessed skills/attributes, requiring further development and improvement to meet expectations and contribute effectively. |

**SEOS – Host Marking Guide**

|  | **Distinction (A)/Commendation (B)** | **Masters (C/D)** | **Fail (E/F/G)** |
| --- | --- | --- | --- |
| **Criteria** | **Exceeds Expectations** | **Achieves expectations** | **Below expectations** |
| **Communication** | Consistently demonstrates exceptional communication skills, conveying ideas clearly and effectively. Actively listens to others, fosters open dialogue, and adapts communication style as needed to suit different contexts and audiences. | Shows appropriate communication skills, with occasional difficulty in conveying ideas or actively participating in discussions. May struggle to listen effectively or communicate respectfully, particularly in diverse or challenging situations. | Communication is consistently ineffective, hindering understanding and collaboration. Fails to convey ideas clearly or participate constructively in discussions. |
| **Teamwork** | Collaborates seamlessly with team members, contributing positively to group dynamics and fostering a supportive team environment. Actively shares ideas, respects diverse perspectives, and works cooperatively towards common goals. | Demonstrates ability to work in a team environment, with occasional challenges in contributing positively to group dynamics or collaborating effectively with team members. May struggle to share ideas or respect diverse perspectives. | Fails to work effectively in a team environment, impeding progress and creating tension. Does not contribute positively to group dynamics or collaborate effectively with team members. |
| **Problem Solving** | Excels in identifying and analysing complex problems, developing innovative solutions, and implementing effective strategies. Demonstrates critical thinking skills and resilience in overcoming challenges. | Shows appropriate ability to identify and analyse problems, develop solutions, or implement strategies effectively. May sometimes struggle with critical thinking or resilience in overcoming challenges. | Fails to identify or analyse problems effectively, impeding progress and hindering problem resolution. Lacks critical thinking skills and resilience in overcoming challenges. |
| **Adaptability/Flexibility** | Demonstrates exceptional adaptability and flexibility, readily adjusting to changing circumstances and embracing new challenges. Responds positively to feedback and seeks opportunities for growth and development. | Shows general adaptability and flexibility, with occasional difficulty in adjusting to changing circumstances or embracing new challenges. May struggle to respond positively to feedback or seek opportunities for growth. | Fails to adapt to changing circumstances or embrace new challenges, hindering progress and stifling personal development. Does not respond positively to feedback or seek opportunities for growth. |
| **Initiative** | Takes proactive initiative in identifying and pursuing opportunities for improvement or innovation. Demonstrates a strong drive for success and a willingness to take on additional responsibilities. | Demonstrates initiative in identifying opportunities for improvement or innovation, and takes proactive steps to pursue them, however this may be inconsistent. Demonstrates a moderate drive for success and willingness to take on responsibilities but may require occasional encouragement. | Fails to show initiative in identifying opportunities for improvement or innovation. Lacks drive for success and does not take on responsibilities without direct guidance. |

The following are the questions we will ask your host as part of the Student Evaluation and Organisational Sign Off. Please note that **only host feedback for students and the final grade will be shared with you.**

**Student Evaluation and Organisational Sign Off**

Please can you comment on the student’s self-appraisal?

Please complete the scale questions below using the PU5923 Assessment 3: Student Evaluation and Organisational Sign Off – Host Marking Guide for guidance:

**Scale Questions**

Please rate the following key skills/attributes on a scale of 1 to 3, with 1 being below expectations and 5 being exceeds expectations:

1. **Communication Skills:**

A/B (Exceeds Expectations)

C/D (Achieves Expectations)

E/F/G (Below Expectations)

1. **Teamwork and Collaboration:**

A/B (Exceeds Expectations)

C/D (Achieves Expectations)

E/F/G (Below Expectations)

1. **Problem-Solving Abilities:**

A/B (Exceeds Expectations)

C/D (Achieves Expectations)

E/F/G (Below Expectations)

1. **Adaptability and Flexibility:**

A/B (Exceeds Expectations)

C/D (Achieves Expectations)

E/F/G (Below Expectations)

1. **Initiative Skills:**

A/B (Exceeds Expectations)

C/D (Achieves Expectations)

E/F/G (Below Expectations)

**Overall Comments (to the course staff):**

Please provide comments regarding the student’s performance and any additional feedback on their placement output. Please be specific and provide examples where possible.

**Host's Feedback (comments will be shared with student as feedback):**

**FINAL BAND GRADE (please pick ONE):**

A/B (Exceeds Expectations)

C/D (Achieves Expectations)

E/F/G (Below Expectations)