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## **Scenario Overview**

In this task, you will gather feedback on your project, evaluate the responses, and provide a detailed assessment based on the feedback you receive. The task involves both **gathering and evaluating feedback**, focusing on input from both technical and non-technical audiences. You will also make recommendations and conclude based on the feedback to guide potential future improvements.

### **Important Notes for Students**

* This document is a **quick-reference guide** for your 15-hour Task 3 exam. Use it to stay organised and ensure you gather and evaluate feedback comprehensively.
* You are allocated **24 marks for gathering feedback** and **15 marks for evaluating feedback**.
* **Document evidence** at each stage, including surveys, observations, screencasts, and evaluations. Keep a record of all web sources for the appendices.

## **Time Breakdown Overview**

To manage your time effectively, use this suggested timeline:

* **Day 1-2:** Gathering feedback (surveys, observations, screencasts, paired review).
* **Day 3:** Completing the evaluation process (client requirements, user acceptance, asset choice).
* **Day 4:** Recommendations, conclusions, and compiling appendices.

## **3. Gathering Feedback (24 Marks)**

This section focuses on collecting feedback from different sources. You will use a variety of tools and justify your selection of each method.

### **3.1 Survey Design and Collection**

* **Prompt:** Create a survey to gather feedback from both technical and non-technical users on the usability and effectiveness of your system.
* **Evidence:** Include a copy of the survey questions and a summary of responses.
* **Time Guideline:** Spend up to 45 minutes creating and distributing the survey.

#### **Example Questions:**

1. How easy was it to navigate the system?
2. Did the system meet your expectations?
3. Were there any features you found challenging to use?

### **3.2 Observation of User Interaction**

* **Prompt:** Observe users interacting with your system and record your observations on how they navigate and use features.
* **Evidence:** Provide a summary of observations, focusing on user interaction with key features.
* **Time Guideline:** Spend 30 minutes on observation and documentation.

### **3.3 Screencast Recording**

* **Prompt:** Create a screencast walkthrough of your system. Use this to gather feedback from remote users who cannot be observed in person.
* **Evidence:** Include a link or screenshot from the screencast, along with feedback from users who viewed it.
* **Time Guideline:** Spend 45 minutes recording and gathering screencast feedback.

### **3.4 Paired Coding Review**

* **Prompt:** Conduct a paired coding review where a peer reviews your code’s functionality, structure, and readability.
* **Evidence:** Include a summary of the paired review, highlighting key feedback points and improvement suggestions.
* **Time Guideline:** Spend 45 minutes on the paired coding review.

### **3.5 Justification of Feedback Choices**

* **Prompt:** Explain why you chose specific feedback methods (survey, observation, screencast, paired review) and why they were appropriate.
* **Evidence:** Provide a written explanation (1-2 paragraphs) justifying your choices.
* **Time Guideline:** Spend 15 minutes writing your justification.

### **3.6 Use of Appropriate Tools**

* **Prompt:** Ensure you’re using the right tools for gathering feedback (e.g., Google Forms for surveys, screen recording software for screencasts).
* **Evidence:** Document which tools were used and why they were chosen.
* **Time Guideline:** Spend 10 minutes documenting tool selection.

### **3.7 Collection Process Completion**

* **Prompt:** Complete the feedback collection process, ensuring all responses have been received and documented.
* **Evidence:** Provide a brief summary of responses collected and any follow-up actions taken.
* **Time Guideline:** Spend 10 minutes summarising the completion process.

### **3.8 Use of Technical Language (for Technical Audience)**

* **Prompt:** When discussing feedback with technical users, use appropriate technical language to ensure clarity.
* **Evidence:** Include examples of technical feedback received and how you responded with appropriate terminology.
* **Time Guideline:** Spend 10 minutes documenting technical feedback.

### **3.9 Use of Simple Language (for Non-Technical Audience)**

* **Prompt:** Ensure feedback from non-technical users is communicated in simple, accessible language.
* **Evidence:** Include examples of feedback from non-technical users and how you simplified complex technical concepts.
* **Time Guideline:** Spend 10 minutes on this task.

### **3.10 Assets Table**

* **Prompt:** Create a table listing the assets you gathered during the feedback process (e.g., survey responses, screencast).
* **Evidence:** Include a completed assets table showing feedback sources and their locations.
* **Time Guideline:** Spend 15 minutes completing the table.

#### **Example Assets Table:**

|  |  |  |
| --- | --- | --- |
| **Asset Type** | **Tool Used** | **Location** |
| Survey Responses | Google Forms | Link to results |
| Observation Notes | Manual observation | Document in evidence file |
| Screencast Feedback | Loom | Link to recording |
| Paired Code Review | Peer feedback | Notes in document |

## **4. Evaluating Feedback (15 Marks)**

This section covers how well you analyse, interpret, and use the feedback gathered to evaluate your project.

### **4.1 Evaluation Against Client Requirements**

* **Prompt:** Evaluate how well your system meets the original client requirements based on user feedback.
* **Evidence:** Write a summary (1-2 paragraphs) comparing the feedback to the client’s needs.
* **Time Guideline:** Spend 20 minutes writing the evaluation.

### **4.2 Evaluation of Asset Choices**

* **Prompt:** Evaluate whether the assets used (e.g., code libraries, design elements) were suitable based on feedback.
* **Evidence:** Provide a paragraph explaining how feedback confirmed or contradicted your asset choices.
* **Time Guideline:** Spend 15 minutes on this evaluation.

### **4.3 Evaluation of User Acceptance**

* **Prompt:** Based on feedback, assess whether users found the system easy to use and acceptable.
* **Evidence:** Summarise user acceptance results (from technical and non-technical users) in a paragraph.
* **Time Guideline:** Spend 20 minutes on user acceptance feedback.

### **4.4 Recommendations for Next Steps**

* **Prompt:** Based on feedback, list 3-5 key recommendations for improving the system in the future.
* **Evidence:** Write your recommendations in bullet points or brief sentences.
* **Time Guideline:** Spend 20 minutes on this section.

#### **Example Recommendations:**

1. Improve navigation based on user feedback about ease of use.
2. Enhance form validation, as suggested in the paired code review.
3. Adjust the layout for better mobile compatibility.

### **4.5 Conclusion**

* **Prompt:** Summarise the overall feedback and outline your next steps based on the evaluation.
* **Evidence:** Conclude with a 1-2 paragraph summary of the feedback and future plans.
* **Time Guideline:** Spend 15 minutes on the conclusion.

## **5. Appendices (Mandatory)**

This section involves listing and documenting any web sources used during the feedback process.

### **5.1 Web Sources Listed**

* **Prompt:** List any web sources (e.g., articles, tools) referenced during the feedback process.
* **Evidence:** Provide a list of URLs or titles of resources.
* **Time Guideline:** Spend 10 minutes compiling web sources.

### **5.2 Web Sources Screenshots**

* **Prompt:** Include screenshots of key web sources used, especially for tools or reference materials.
* **Evidence:** Add screenshots of websites or tools that supported your feedback collection.
* **Time Guideline:** Spend 10 minutes gathering screenshots.

### **Final Checklist for Task 3: Feedback and Evaluation (39 Marks)**

* Have you gathered feedback from multiple sources (survey, observation, screencast, paired review)?
* Did you use technical language for technical feedback and simple language for non-technical feedback?
* Have you evaluated the feedback in relation to client requirements, asset choices, and user acceptance?
* Did you include recommendations and conclude with next steps?
* Have you listed and documented all web sources in the appendices?

### **Final Notes for Students**

* **Stay organised:** Document each step as you go and save all evidence for easy reference.
* **Stay focused:** Follow the timeline to complete both feedback gathering and evaluation on time.
* **Stay positive:** Use the feedback constructively and be open to improvement suggestions. You’re building a professional project with real-world skills!