

Higher Nationals

Internal verification of assessment decisions – BTEC (RQF)

INTERNAL VERIFICATION – ASSESSMENT DECISIONS			
Programme title	BTEC HND in Computing		
Assessor		Internal Verifier	
Unit(s)	Unit 13: Computing Research Project		
Assignment title	Final Research Project Proposal - Remote working		
Student's name			
List which assessment criteria the Assessor has awarded.	Pass	Merit	Distinction
INTERNAL VERIFIER CHECKLIST			
Do the assessment criteria awarded match those shown in the assignment brief?	Y/N		
Is the Pass/Merit/Distinction grade awarded justified by the assessor's comments on the student work?	Y/N		
Has the work been assessed accurately?	Y/N		
Is the feedback to the student: Give details: • Constructive? • Linked to relevant assessment criteria? • Identifying opportunities for improved performance? • Agreeing actions?	Y/N Y/N Y/N Y/N		
Does the assessment decision need amending?	Y/N		
Assessor signature		Date	
Internal Verifier signature		Date	
Programme Leader signature (if required)		Date	

Confirm action completed			
Remedial action taken Give details:			
Assessor signature		Date	
Internal Verifier signature		Date	
Programme Leader signature (if required)		Date	

Higher Nationals - Summative Assignment Feedback Form

Student Name/ID			
Unit Title	Unit 13: Computing Research Project		
Assignment Number	1	Assessor	
Submission Date		Date Received 1st submission	
Re-submission Date		Date Received 2nd submission	

Assessor Feedback: LO1 Examine appropriate research methodologies and approaches as part of the research process Pass, Merit & Distinction Descriptors P1 <input type="checkbox"/> P2 <input type="checkbox"/> M1 <input type="checkbox"/> D1 <input type="checkbox"/>			
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Grade:	Assessor Signature:	Date:
Resubmission Feedback:		
Grade:	Assessor Signature:	Date:
Internal Verifier's Comments:		
Signature & Date:		

* Please note that grade decisions are provisional. They are only confirmed once internal and external moderation has taken place and grades decisions have been agreed at the assessment board.

Assignment Feedback

Formative Feedback: Assessor to Student

Action Plan

Summative feedback

Feedback: Student to Assessor

**Assessor
signature**

Date

Student signature

Date

Pearson

Higher Nationals in

Computing

Unit 13: Computing Research Project
Project Proposal

General Guidelines

1. A Cover page or title page – You should always **attach a title page to your assignment**. Use **previous page as your cover sheet** and make sure all the details are accurately filled.
2. Attach **this brief as the first section of your assignment**.
3. All the assignments should be prepared using a word processing software.
4. All the assignments should be printed on A4 sized papers. Use single side printing.
5. Allow 1" for top, bottom , right margins and **1.25"** for the left margin of each page.

Word Processing Rules

1. The font size should be **12 point**, and should be in the style of **Time New Roman**.
2. **Use 1.5 line spacing**. **Left justify all paragraphs**.
3. Ensure that all the headings are consistent in terms of the font size and font style.
4. Use **footer function in the word processor to insert Your Name, Subject, Assignment No, and Page Number on each page**. This is useful if individual sheets become detached for any reason.
5. Use word processing application spell check and grammar check function to help editing your assignment.

Important Points:

1. It is strictly prohibited to use textboxes to add texts in the assignments, except for the compulsory information. eg: **Figures, tables of comparison etc**. Adding text boxes in the body except for the before mentioned compulsory information will result in rejection of your work.
2. Avoid using page borders in your assignment body.
3. Carefully check the hand in date and the instructions given in the assignment. Late submissions will not be accepted.
4. Ensure that you give yourself enough time to complete the assignment by the due date.
5. Excuses of any nature will not be accepted for failure to hand in the work on time.
6. You must take responsibility for managing your own time effectively.
7. If you are unable to hand in your assignment on time and have valid reasons such as illness, you may apply (in writing) for an extension.
8. Failure to achieve at least PASS criteria will result in a REFERRAL grade .
9. Non-submission of work without valid reasons will lead to an automatic RE FERRAL. You will then be asked to complete an alternative assignment.
10. If you use other people's work or ideas in your assignment, reference them properly using HARVARD referencing system to avoid plagiarism. You have to provide both in-text citation and a reference list.
11. **If you are proven to be guilty of plagiarism or any academic misconduct, your grade could be reduced to A REFERRAL or at worst you could be expelled from the course**

Student Declaration

I hereby, declare that I know what plagiarism entails, namely to use another's work and to present it as my own without attributing the sources in the correct form. I further understand what it means to copy another's work.

1. I know that plagiarism is a punishable offence because it constitutes theft.
2. I understand the plagiarism and copying policy of Edexcel UK.
3. I know what the consequences will be if I plagiarise or copy another's work in any of the assignments for this program.
4. I declare therefore that all work presented by me for every aspect of my program, will be my own, and where I have made use of another's work, I will attribute the source in the correct way.
5. I acknowledge that the attachment of this document signed or not, constitutes a binding agreement between myself and Pearson , UK.
6. I understand that my assignment will not be considered as submitted if this document is not attached to the assignment.

Student's Signature:
(Provide E-mail ID)

Date:
(Provide Submission Date)

Higher National Diploma in Computing

Assignment Brief

Student Name /ID Number	
Unit Number and Title	Unit 13 – Computing Research Project
Academic Year	2021/22
Unit Tutor	
Assignment Title	
Issue Date	
Submission Date	
IV Name & Date	

Submission format

Research Project Proposal

- The submission is in the form of an individual written report.
- This should be written in a concise, formal business style using single spacing and font size 12.
- You are required to make use of headings, paragraphs and subsections as appropriate, and all work must be supported with research
- Reference using the Harvard referencing system.
- Please provide a referencing list using the Harvard referencing system.

The recommended word limit is minimum 2000 words.

Unit Learning Outcomes:

LO1. Examine appropriate research methodologies and approaches as part of the research process.

Assignment Brief and Guidance:

Remote Working

"The option to work remotely was already being embraced by some businesses in the pre-pandemic era. These businesses were making some progress to adapt their working practices to accommodate remote working by allowing those in certain job roles to take the opportunity to work from home, albeit a day or two a week. However, on the whole there had been a reluctance to have staff working remotely and this has largely centred around productivity concerns, security implications and technology issues.

The global pandemic however necessitated and accelerated the move to remote working. The vast majority of businesses have now shifted some or all of their operations online, and almost all of their staff are working from home. The enabling force behind this necessary shift has been the different technologies and platforms that facilitate workers to achieve business goals remotely.

This sudden shift to remote working took place within weeks and months and has not been without issues. Several surveys conducted during this period cited business leaders complaining about how technology problems have impacted their business and employees while working remotely.

The biggest issues remote workers face are being frequently disconnected from corporate networks, slow file downloads, poor quality of video meetings and long response times when loading apps. As a result, building secure, effective and integrated technology capability, to continue this flexibility in the workforce, has now become a priority for all organisations."
(Pearson, 2020)

Choosing a research objective/question.

Students are required to choose a research topic and come up with their own research questions based on the suggested research scope. It is extremely important to complete a strong research project with clear, well focused and defined objectives. A central skill in selecting a research objective is the ability to select a suitable and focused research objective. The research topic could be based on the following areas.

- Digital transformation strategies
- Monitoring and productivity tools, their uses and implications
- Key security concerns when working remotely.

The Learner requires to produce a research proposal that clearly defines a research question or hypothesis, supported by a literature review (Use the project proposal and ethical consideration form template formats)

Project Proposal should cover following areas.

1. Definition of research problem or question. (This can be stated as a research question, objectives or hypothesis)
2. Provide a literature review giving the background and conceptualisation of the proposed area of study. (This would provide existing knowledge and benchmarks by which the data can be judged)
3. Critically evaluate research process /different research methodologies by demonstrating an understanding of the pitfalls, ethical issues, and limitations. choose a suitable research methodology and Justify the selection.

Draw points (1–3, above) together into a research proposal by getting agreement with your tutor.

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Grading Criteria	Achieved	Feedback
P1 Produce a research proposal that clearly defines a research question or hypothesis, supported by a literature review		
P2 Examine appropriate research methods and conduct primary and secondary research.		
M1 Evaluate different research approaches and methodology and make justifications for the choice of methods selected based on philosophical/ theoretical frameworks.		
D1 Critically evaluate research methodologies and processes in application to a computing research project to justify chosen research methods and analysis.		



Research Proposal Form



Student Name			
Student number		Date	
Centre Name			
Unit			
Tutor			
Proposed title			

Section One: Title, objective, responsibilities

Title or working title of research project (in the form of a question, objective or hypothesis): Research project objectives (e.g. what is the question you want to answer? What do you want to learn how to do? What do you want to find out?): Introduction, Objective, Sub Objective(s), Research Questions and/or Hypothesis

Section Two: Reasons for choosing this research project

Reasons for choosing the project (e.g. links to other subjects you are studying, personal interest, future plans, knowledge/skills you want to improve, why the topic is important): Motivation, Research gap

Section Three: Literature sources searched

Use of key literature sources to support your objective, Sub Objective, research question and/or hypothesis: Can include the Conceptual Framework

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Section Four: Activities and timescales

Activities to be carried out during the research project (e.g. research, development, analysis of ideas, writing, data collection, numerical analysis, tutor meetings, production of final outcome, evaluation, writing the report) and How long this will take:

Milestone	Propose completion data

Section Five: Research approach and methodologies

Type of research approach and methodologies you are likely to use, and reasons for your choice: What your areas of research will cover: Research Onion; Sample Strategy/Method; Sample Size

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Reference List

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Comments and agreement from tutor

Comments (optional):

I confirm that the project is not work which has been or will be submitted for another qualification and is appropriate.

Agreed

Yes ☐ No ☐

Name

Date

Comments and agreement from project proposal checker (if applicable)

Comments (optional):

I confirm that the project is appropriate.

Agreed	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name	Date
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All students conducting research activity that involves human participants or the use of data collected from human participants are required to gain ethical approval before commencing their research. Please answer all relevant questions and note that your form may be returned if incomplete.

Section 1: Basic Details		
Project title:		
Student name:		
Student ID number:		
Programme:		
School:		
Intended research start date:		
Intended research end date:		

Please select all research methods that you plan to use as part of your project

- Interviews: ☐
- Questionnaires: ☐
- Observations: ☐
- Use of Personal Records: ☐
- Data Analysis: ☐
- Action Research: ☐
- Focus Groups: ☐
- Other (please specify): ☐

Please answer the following questions, giving full details where necessary.

Will your research involve human participants?

Who are the participants? Tick all that apply:

Age 12-16 ☐ Young People aged 17-18 ☐ Adults ☐

How will participants be recruited (identified and approached)?

Describe the processes you will use to inform participants about what you are doing:

Will participants be given the option of omitting questions they do not wish to answer?

Yes ☐ No ☐

If **"NO"** please explain why below and ensure that you cover any ethical issues arising from this.

Studies involving observation:

Confirm whether participants will be asked for their informed consent to be observed.

Yes ☐ No ☐

Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)?

Yes ☐ No ☐

Will participants be given information about the findings of your study? (This could be a brief summary of your findings in general)

Yes ☐ No ☐

Section 4: Data Storage and Security

Confirm that all personal data will be stored and processed in compliance with the Data Protection Act (1998)

Yes ☐ No ☐

Who will have access to the data and personal information?

During the research:

Where will the data be stored?

Will mobile devices such as USB storage and laptops be used?

Yes ☐ No ☐

If "YES", please provide further details:

After the research:

Where will the data be stored?

How long will the data and records be kept for and in what format?

Will data be kept for use by other researchers?

Yes ☐ No ☐

If "YES", please provide further details:

Section 5: Ethical Issues

Are there any particular features of your proposed work which may raise ethical concerns? If so, please outline how you will deal with these:

Section 6: Declaration

I have read, understood and will abide by the institution's Research and Ethics Policy:

Yes ☐ No ☐

I have discussed the ethical issues relating to my research with my Unit Tutor:

Yes ☐ No ☐

I confirm that to the best of my knowledge:

The above information is correct and that this is a full description of the ethics issues that may arise in the course of my research.

Name:

Date:

Please submit your completed form to: ESOF Learning Management System (ELMS)