**Department of Computer & Information Sciences**

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| **ASSESSMENT BRIEF** | |
| **Module Title:** | Team Project and Professionalism |
| **Module Code:** | KV6002 |
| **Academic Year / Semester:** | 2022-23 / Semester 2 |
| **Module Tutor / Email (all queries):** | Rebecca Nicholson – [rebecca.nicholson@northumbria.ac.uk](mailto:rebecca.nicholson@northumbria.ac.uk) |
| **% Weighting (to overall module):** | 50% |
| **Assessment Title:** | Demonstration |
| **Date of Handout to Students:** | 27/01/23 |
| **Mechanism for Handout:** | Module Blackboard Site |
| **Deadline for Attempt Submission by Students:** | 26th March 2023 11:59pm GMT |
| **Mechanism for Submission:** | You will find a submission link on the module’s eLP / Blackboard site.  This assignment contains group as well as individual components.  The group should upload a single zip file to blackboard. The submission uses Blackboard assignment handler. Blackboard assignment handler allows only one submission so please check carefully before you submit.  You will all individually submit an evidence file and your peer assessment. |
| **Submission Format / Word Count** | Your team will submit a single zip file to Blackboard containing:  a. A video of your demonstration  b. All the files of the system your group constructed  c. Sufficient installation instructions to enable the re-installation of your product  d. A readme document containing relevant system details (usernames and passwords and so on – to your system, not its hosting platform if it has one)  e. The URL to the GitHub repository for the project (unless there are commercial sensitivities, or your project makes use of binaries rather than text files and your supervisor agrees it is not appropriate). This will help to provide evidence of who did what e.g., the various commit logs.  Separately you will each submit an evidence file, showing the feedback you have obtained from the stakeholder on the system. This will be a single word or pdf document that shall explain the process used to obtain this feedback, provide a summary of the feedback itself and have the feedback in the appendix.  If you have produced very large files (e.g., several gigabytes of files), please discuss and agree with supervisor a submission mechanism.  If you are using specialist software, please discuss what will be needed with your project supervisor. We encourage you to make use of hardware and software you have access to. |
| **Date by which Work, Feedback and Marks will be returned:** | 26th April 2023 |
| **Mechanism for return of Feedback and Marks:** | Mark and written feedback sheet will be uploaded to the Module Site on Blackboard. For further queries please email your supervisor in the first instance. |

**LEARNING OUTCOMES**

The learning outcomes (LOs) for this module are:-

**Knowledge & Understanding:**

1. Plan appropriate requirements, design and implementation strategies and methods for the development of a significant computing product related to your programme of study (including consideration of commercial, economic, legal, ethical, social, and professional factors)

2. Critically apply a well-integrated requirements, design, and development methodology to a computing problem

**Intellectual / Professional skills & abilities:**

3. Develop a significant computing product using industrial standard development tools and techniques (including those related to information security) including the application of the required project management and team working skills

4. Apply appropriate quality assurance techniques and work to appropriate professional standards for documentation, quality control and product integrity

**Personal Values Attributes (Global / Cultural awareness, Ethics, Curiosity) (PVA):**

5. Critically evaluate project work in terms of the technical decision making, group work, processes and responsibilities, the final project deliverables as well as the professionalism, ethical and legal considerations, and potential social impacts (including information security)

**This assessment addresses learning outcomes** LO2, LO3, LO4.

**PROGRAMME LEARNING OUTCOMES**

The completion of this assignment will enable you to demonstrate full or partial achievement of the following programme learning outcomes:

**Framework Knowledge and Understanding (KU):**

KU1. Demonstrate a systematic, critical understanding and detailed knowledge of computing facts, concepts, principles, theories, techniques, and technologies

KU2. Demonstrate a detailed understanding of technical, professional, security, commercial and economic issues and risks surrounding the development, operation, and maintenance of computing systems

KU3. Deploy knowledge and understanding of techniques and tools (some of which are at the forefront of the discipline) for the specification of requirements, analysis, design, implementation, testing and management of secure computing systems, thereby applying and critically evaluating a software engineering approach

KU4. Demonstrate a critical understanding of the professional, ethical, social, and legal issues involved in the development and operation of computing systems

**Framework Intellectual / Professional Skills & Abilities (IPSA):**

IPSA1. Ability to select, plan and manage individual and team-based development projects

IPSA2. Discuss, explore, and critically evaluate available development tools, methods, and technologies and associated user and professional issues

IPSA3. Identify and analyse complex problems and select and apply effective methods, tools, and algorithms for their solution, some of which are at the forefront of the discipline

IPSA4. Integrate and critically evaluate information and data from a variety of sources

IPSA5. Reflect on the professional and ethical issues surrounding computing applications development and use

IPSA6. Analyse, design, build, test, and manage secure computing applications, adopting a software engineering approach, in increasingly complex and varied computing problem domains

IPSA7. Use a range of tools, techniques, knowledge and technologies in the development, operation, and effective management of computing applications

**Personal Values Attributes (Global / Cultural Awareness, Ethics, Curiosity) (PVA)**

PVA1. Articulate critical independent thinking, justify your own opinion, and recognise the need to challenge your thinking and the thinking of others

PVA2. Communicate information, ideas, problems, and their solutions effectively for complex scenarios, in both written and oral form to both specialists and non-specialists

PVA3. Apply an appropriately advanced ability to work both individually and as a member of a team, recognising different team roles and multi-cultural environmental issues

PVA4. Demonstrate professional and reflective practitioner attributes, including initiative, personal responsibility, decision-making in complex and unpredictable contexts, the management of time, resources, the evaluation of personal performance, continuous professional development and learning experiences

PVA5. Demonstrate independent research and enquiry skills to direct your learning, making use of scholarly reviews

**Instructions on Assessment:**

This assessment requires you to demonstrate the development of your system. It is intended to be a teamwork task, during which you should work as an autonomous group taking responsibility for your own individual work and the work of the group.

What do I have to do?

As a group you are expected to:

1. Create a subsystem which together forms an integrated system
2. Record and submit a demonstration of the integrated system
3. Participate in a viva with your supervisor answering questions about the integrated system

As an individual you are expected to:

1. Submit an evidence file, showing the feedback you have obtained from your stakeholder on your sub-system.

Your submission of the system

Your submission should contain:

* All the files of the system your group constructed
* Sufficient installation instructions to enable the re-installation of your product
* A readme document containing relevant system details (usernames and passwords and so on – to your system, not its hosting platform if it has one)
* The URL to the GitHub repository for the project (unless there are commercial sensitivities, or your project makes use of binaries rather than text files and your supervisor agrees it is not appropriate). This will help to provide evidence of who did what e.g., the various commit logs.

Your recorded demonstration

In the demonstration, the group will be expected to demonstrate the common elements of the system first, followed by each group member then demonstrating their own sub-systems. **You should record your demonstration** using Panopto or Microsoft teams or similar (your supervisor can help with potential tools for this). This video should be uploaded to blackboard by the deadline.

Your group viva

In week 10, you will participate in a viva in your usual supervision slot. This is an opportunity for you as a group to answer any questions your supervisor has regarding your recorded demonstration.

**Module Specific Assessment Criteria and Rubric**

The sophistication of prototype expected will vary according to the complexity of the subsystem produced. This could be from a proof of concept for complex subsystems, to a prototype that could be externally demonstrable for less complex systems. Please discuss what the expectations will be for your subsystem with your supervisor.

You will be marked as follows:

1 Implementation of individual specified subsystem (20 individual marks)

Comprehensiveness of implementation of the prototyped functions of your subsystem as specified in the terms of reference, including any enhancements based on feedback received.

2. Quality and Robustness of Subsystem (20 individual marks)

Error handling, user validation and robustness of subsystem functions; this should be demonstrated across the scope of the individual subsystem. To obtain full marks you must have provided a fluent implementation of the full scope of your subsystem. This includes appropriate handling of related non-functional requirements for example security and Human Computer Interaction related issues.

3. Feedback from stakeholders (20 individual marks)

This will be a single word or pdf document that explains the processed used to obtain this feedback, provide a summary of the feedback itself and have the feedback in the appendix. 10 Marks for processes used. 10 Marks for the judgment of your stakeholders. However, the mark available for the judgement of your stakeholders is capped at the marks you receive for your processes (So not many marks for “ Fred said it was great…….”).

4. Demonstration structure, understanding & responses to questions (20 individual marks)

Structure and clarity of demonstration of your subsystem; understanding of the work done; quality of responses to questions about the prototype. We expect you to demonstrate professionalism by being punctual, using appropriate language and respect for your audience and team members and measured responses to questions. We hope it goes without saying but the demonstration of your subsystem should not disrupt another group member’s demonstration.

5. Quality and Consistency of System Integration (20 group marks)

Comprehensiveness of system integration and consistency of the whole system. You will not be penalised for incomplete individual sub-components (providing meaningful attempts have been made). Additionally, if there are group issues, please inform the module team at the earliest opportunity. These marks will be peer assessed.

Please see the marking rubric document for the full specification of how this will be marked. 

**Peer Assessment**

To ensure a fair split of marks, an element of peer assessment will be included. This must be supported by evidence in terms of completed weekly stand-up records. To support this, the group must complete a set of peer assessment forms – one for each group member. Failure to submit either the peer assessment form or supporting evidence or your code of conduct can be taken as evidence of a lack of a professional approach and could result in the marks for this module being capped at 40%.

The peer assessment must be completed in full. Peer Assessment will be completed by Microsoft Forms. A link will be made available for you to complete.

How the peer assessment works is explained in this attached document. 

Note:

1. The criteria in the peer assessment scheme represent a module for good practice in teamworking. We encourage you to view the scheme and to consider what you can do to insure you always demonstrate the different characteristics.
2. We are using Microsoft Forms so your group members will not know the how you have graded them.
3. We are using an externally published and validated scheme.

**ASSESSMENT REGULATIONS**

You are advised to read the guidance for students regarding assessment policies. They are available online [here](http://www.northumbria.ac.uk/about-us/university-services/academic-registry/quality-and-teaching-excellence/assessment/guidance-for-students/). (<http://www.northumbria.ac.uk/about-us/university-services/academic-registry/quality-and-teaching-excellence/assessment/guidance-for-students/> )

**Late submission of work**

Where coursework is submitted without approval, after the published hand-in deadline, the following penalties will apply.

For coursework submitted up to 1 working day (24 hours) after the published hand-in deadline without approval, **10% of the total marks available for the assessment** (i.e., 100%) **shall be deducted** from the assessment mark.

Coursework submitted more than 1 working day (24 hours) after the published hand-in deadline without approval will be regarded as not having been completed. **A mark of zero will be awarded for the assessment and the module will be failed**, irrespective of the overall module mark.

These provisions apply to all assessments, including those assessed on a Pass/Fail basis.

The full policy can be found [here](https://northumbria-cdn.azureedge.net/-/media/teaching-excellence/pl,-d-,008-v005-late-submission-of-work-and-extension-requests-policy-stc.pdf?modified=20221130140248).

**Word limits and penalties**

If the assignment is within +10% of the stated word limit no penalty will apply.

The word count is to be declared on the front page of your assignment and the assignment cover sheet. The word count does not include your appendices.

Please note, in text citations [e.g. (Smith, 2011)] and direct secondary quotations [e.g., “*dib-dab nonsense analysis*” (Smith, 2011 p.123)] are INCLUDED in the word count.

The full Word Limits Policy is available [here](https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/pl013-v002-word-limits-policy.pdf?modified=20200803200335).

**Group Work**

The Group Work Assessments Policy can be found [here](https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/pl002-v001-group-work-assessments-policy.pdf?modified=20200804084402)

**Academic Misconduct**

In all assessed work you should take care to ensure that the work you submit is your own. The University takes academic dishonesty and cheating very seriously, and it is your responsibility to ensure that you don’t attempt to cheat or become victim to cheating.

There are many different forms of academic misconduct or ‘cheating’.  Plagiarism is the most common and both the University library and your academic tutors are able to provide further guidance on proper citation and referencing in your assessed work.

The full Academic Misconduct Policy is available [here](https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/pl,-d-,005-v004-academic-misconduct-policy.pdf?modified=20210212163133).

Useful guidance for avoiding academic misconduct can be found [here](https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/avoiding-academic-misconduct---student-guidance.pdf?modified=20200120124857).