**Cover Sheet for Formal Report**

Study the marking guide below and the requirements given overleaf. Complete the details required on this form and staple it to the front of your report with this side uppermost. Submit your report through the Assignment Tool in moodle AND the assignment box (outside rm 102 Elec Eng Bldg), by **Wednesday Week 9**.

name:                                                    StudentID:

*I declare that this assessment item is my own work, except where acknowledged, and has never been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item,*
*(i) reproduce this assessment item and provide a copy to another member of the University, and/or*
*(ii) communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).*
*I certify that I have read and understood the University Rules about Student Academic Misconduct.*

signature:                                                    date:

| criterion | weight | mark of 10 | part mark |
|---|---|---|---|
| FORMAT<br>physical presentation, legibility & layout; the report must be stapled or comb-bound with this page at the front; folders should not be used. | 0.05 | | |
| STRUCTURE<br>abstract, table of contents, numbered sections (with headings), including introduction & conclusions, performing their respective functions; diagrams & tables numbered, with captions, & discussed in the text. | 0.2 | | |
| LANGUAGE USAGE<br>Standard of writing (grammar, spelling & punctuation); expression (fluency, correct word choice, conciseness, avoidance of clichés); style (degree of formality; see overleaf); conventions (SI units, etc; see overleaf). | 0.2 | | |
| REFERENCING<br>fully documented references; correct use of citations (Harvard convention); identification of all sources of information, incl diagrams & tables, wherever paraphrased or quoted in the text of the report; direct quotations correctly identified. | 0.05 | | |
| CONTENT<br>quality of question (relevance, explanation); 'ethical' arguments (balance, depth, relevance; use of IEAust Code & 4 frameworks 'who-to-decide' arguments (balance, relevance); adequate references | 0.5 | | |
| TOTAL | 1.0 | - | |

marking scale: 1-3 poor, 4 marginal, 5-6 satisfactory, 7 good, 8 very good, 9-10 excellent.
The overall mark is the weighted sum of the marks for the components, as described above.

1. You must not commit plagiarism. Any report considered to contain plagiarism will be passed to the Head of School for further action. (see `www.lc.unsw.edu.au/plagiarism/index.html`)

2. Late submission of this report will be penalised, at 25 % per day late.

3. If your report is unsatisfactory (i.e. not suitable for a professional engineer), then you may be required to resubmit an amended version. A report can be judged unsatisfactory for ANY of these reasons:

   (i) use of units not conforming to SI standards;

   (ii) use of discriminatory or non-inclusive language;

   (iii) failure to follow correct referencing conventions;

   (iv) a consistently inappropriate style (e.g. as though written for school-children, a sales brochure, or a tabloid newspaper, rather than for professional engineer to read);

   (v) failure to have an appropriate structure (abstract, introduction, conclusion, etc.); or

   (vi) unreadable text, symbols, or figures.

The following checklist will assist with various aspects of preparing your report. Before submitting, check these *requirements*.

- The report is securely assembled with this cover-sheet, completed and signed, as the front page.

- The report is legibly written in ink (blue/black) or printed in 12 pt type on A4-paper. Pages are consecutively numbered.

- The report is the specified length. It is concise (i.e. "brief but comprehensive in expression" — *Concise Oxford Dictionary*).

- The report is intended to be understood by someone less well versed in the topic than the author. It does not verbosely repeat material from the references. It attempts to convey to the more informed reader the extent of the author's understanding of the topic.

- There is a title-page, which includes the name of the author, title of the report, the course code & name, and the date, following this cover-sheet.

- There is an Abstract followed by a Table of Contents, each on a page of its own.

- The Abstract and Introduction fulfill their purposes, as conventionally understood (i.e. the abstract stands on its own as a summary of the report, whereas the introduction states the issues, places them in context and, perhaps, suggests the general line of argument, the scope of the following sections, and the conclusions).

- The Conclusion summarises and assesses the arguments, emphasises the more important ones, and mentions unresolved issues.

- The sections of the report are numbered and appropriately titled. If they are used, tables, diagrams, etc. are also clearly numbered.

- The references are contemporary, cover the breadth of the topic, and demonstrate my familiarity with its major aspects. References are correctly included in the body of the report.

- The report has been proof-read and spelling, grammar, & punctuation have been checked.

- Acronyms & jargon are either avoided or clearly explained.

- Inclusive & nondiscriminatory language is used throughout.

- Units & their abbreviations conform to SI standards.