

**Assessment details.**

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Version 09092024

**Final presentation (group submission)**

10%, Due Weeks 11 and 12 during normal studio/seminar sessions

**Learning Outcomes**

1. Work effectively in collaborative teams.
2. Explain and reflect upon the purpose, operation, success and value of the developed project in writing and orally.

**Assignment Specification**

The final project presentation is a team task in which all team members must participate equally. It is important that it is coherent, well-organised and professionally presented.

There is no specified presentation structure although the format of the **final project written report may be used as a guide**. The following content should be included, as well as any key additional information from the final project report due in week 14.

- Project outcome. What was achieved?
- Methodology. How did you achieve the outcome? This does not refer to the project management methodology (although please do mention this briefly for the benefit of the assessors), but to how the software was developed (e.g. what programming language, libraries and/or other software tools were used?).
- Software deliverables. (What was delivered to the client? For instance, executable code, website, test reports, user guides etc.?) Discuss any issues relating to your software's robustness, security, usability, scalability.
- Critical discussion about the success, challenges and problems experienced during project execution and how the project meets its original objectives.
- Benefits of deliverables. Who benefits from this software? How do they benefit? Why is this useful to the target audience?
- Proposal for future work and improvements.

The above list is not exhaustive and other relevant information may also be included.

- FIT3162 (Computer science project): provide a detailed explanation of the computer science and software development aspects of your project (e.g., coding, version control, bug tracking).
- FIT3164 (Data science project): provide detailed information about the data science aspects of your project, such as data pre-processing, visualisation, data transformation, and the methodology used for the data analysis.

Organise your presentation to communicate effectively. Discuss and justify all major team decisions. It is NOT expected that the presentation will contain a demonstration of the software. However, screenshots of the software are welcome.

### **Time for presentation**

10 mins (team of 3) or  
12 mins (team of 4) or  
14 mins (team of 5) or  
+ question time (length on a case-by-case basis at the discretion of tutors)

### **Presentation format**

All presentations must be made on campus. All team members must contribute equally to the presentation and be present to answer questions.

### **Submission**

Submit slides in **PDF format** with file name <<Team\_No.>>.pdf (e.g., Team\_CS\_05.pdf) on Moodle after your presentation.

Deadline for submission: **11.55 pm on the day of your presentation.**

The submission link is on Moodle under the Assessments page.

### **Presentation requirements and suggestions**

- 1) When showing slides, please clearly indicate the slide numbers and the name of the speaker at the bottom of the slide that the speaker is talking about.
- 2) Balance your slide content with text and graphics as appropriate. Slide content should add value to the presentation and not distract the audience.
- 3) Please ensure a seamless transition between presenters. You should rehearse the presentation a few times, especially the handover between presenters. Plan your presentation well among all team members. Exceeding the time limit will be penalised.
  - a) Every 30 seconds over the time limit will incur a 10% penalty.
  - b) The teaching staff can stop the presentation if the time is exceeded significantly.
- 4) Use cue cards or notes in point form/keywords to help remember your part of the presentation.
- 5) Avoid reading directly from your notes. Only read a sentence verbatim if it is a direct quote.
- 6) Use the Presenter Notes feature in Powerpoint/Google slides etc.
- 7) Step forward, face the audience, make eye contact, speak clearly and confidently.

An additional document containing oral presentation tips and suggestions is also available on Moodle, "Additional Information and Resources" section.

### **Marking criteria for presentation**

| <b>Criteria</b>                | <b>Marks</b> |
|--------------------------------|--------------|
| Individual content             | 10           |
| Individual presentation skills | 10           |

|   |           |
|---|-----------|
| Team presentation skill and coordination          | 10        |
| Visual aids / slide presentation                  | 10        |
| Content relevance and completeness                | 10        |
| Question and Answer responses and professionalism | 10        |
| <b>Total</b>                                      | <b>60</b> |

### Marking Rubric

Each criterion will be marked out of 10. The overall presentation will be marked out of 60.

|   | <b>HD<br/>(10-8.0)</b>   | <b>D<br/>(7.5-6.5)</b>   | <b>C<br/>(6.0-5.5)</b>   | <b>P<br/>(5.0)</b>  | <b>F<br/>(4.0-0)</b>   |
|---|--|--|--|---|------------------------|
| <b>Individual Content</b>                       | Excellent coverage and discussion by the student of their part of the main content as mentioned in the assignment specification section above.   | Good coverage and discussion by the student of their part of the main content as mentioned in the assignment specification section above.    | Adequate coverage and discussion by the student of their part of the main content as mentioned in the assignment specification section above. Minor clarifications are required. | Adequate mention by the student of their part of the main content as mentioned in the assignment specification section above. Minimal or no discussion provided.    | Not meeting P grade.   |
| <b>Individual presentation skills</b>           | Speaks confidently and clearly. Maintains excellent eye contact and body language. Engages the audience with enthusiasm and effective use of vocal variety. Using cue cards or notes effectively and minimally | Speech is mostly clear and is paced well. Maintains good eye contact and body language. Slightly dependent on cue cards or reading of notes. | Speech is a bit unclear with some minor hesitations. Inconsistent eye contact and body language. Reading straight from cue cards or notes, with few breaks                       | Speech is unclear and frequent hesitations. Avoids eye contact and limited body language. Reading straight from cue cards or notes for a significant amount of time | Not meeting a P grade. |
| <b>Team presentation skill and coordination</b> | Excellent team coordination, preparation, flow of presentation, and presentation dynamics.   | Good team coordination, good preparation and structure of the presentation   | Team coordination and some preparation can be improved   | Team coordination and preparation is not evident  | Not meeting a P grade. |

|  |  |   |   |  |                        |
|--|--|---|---|--|------------------------|
| <b>Visual (slides)</b>                         | Visual relates to oral well. Easy to read and follow. Adds to the understanding of presentation<br>Good balance of content, colour and white space. Slide format is professional and consistent across all presenters. | Visual relates to oral. Easy to read and follow. Add to the presentation<br>Good balance of content, colour and white space. Slide format is professional and consistent across all presenters. | Visual relates to oral. Easy to read and follow. Good balance of content, colour and white space mostly OK. Slide format is not very consistent across all presenters There is obvious room for improvement | Visual does not relate to oral. Not very clear and can be organised better. Balance of content, colour and white space can be improved. Lacks consistency. | Not meeting a P grade. |
| <b>Content relevance and completeness</b>      | Excellent and complete coverage of the content as a team as mentioned in the assignment specification above. Excellent coherence and flow of content.  | Good and near complete coverage of the content as a team as mentioned in the assignment specification above. Good coherence and flow of content.  | Adequate coverage of most of the content as a team as mentioned in the assignment specification above. Minor clarifications are required.   | Some coverage of the content as a team as mentioned in the assignment specification above. Clarifications required.  | Not meeting a P grade. |
| <b>Q &amp; A responses and professionalism</b> | Excellent response to question, relevant, comprehensive and very well constructed and showing high confidence. Multiple responders contributed to cohesive answer  | Good response to question, relevant, covers main points and is well constructed. May require minor clarification. Showing good confidence.  | Good response to question, relevant, covers most of main points . May require clarification or followup question.   | Response to questions is mostly relevant, covers some main points. Requires further clarification.   | Not meeting a P grade. |

### Important

If your team cannot be present at the scheduled time for any reason, you must notify the teaching team as soon as possible to determine what assessment arrangements, if any, need to be made.

Further notes regarding the attendance to the presentation and special consideration if needed:

Failure to attend a presentation without either,

- 1) Pre- or post-presentation approved special consideration,
- 2) A course-related exemption such as a clash with another unit's assessment or a requirement to attend a formal, scheduled study-related activity outside of this unit, will incur the following **"no show"** penalties in addition to any late or other penalties applied to the assessment:

\* without a warning to teaching staff at least 24 hours prior to the presentation scheduled time, penalty = 40% of available marks.

\* with a warning to teaching staff at least 24 hours prior to presentation, penalty = 20% of available marks.

### **Late Submission**

1. Submission must be made by the due date. Late submission penalties will be deducted according to Monash University policy. (See Moodle, “Additional information and resources” section).
2. If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, apply for an extension prior to the due date. Extensions and individual alterations to the assessment regime will only be considered using the University Special Consideration Policy (See [Special Consideration website](#), and follow the procedure).

### **Use of Generative AI tools in Projects and Assignments**

*See this assessment's Moodle module for the policy regarding use of GenAI in this unit.*