

DEPARTMENT OF COMPUTER SCIENCE
ASSESSMENT DESCRIPTION 2015/16
(EXAM TESTS WORTH ≤15% AND COURSEWORK)

MODULE DETAILS:

Module Number:	08341	Semester:	1 and 2
Module Title:	Development Project		
Lecturer:	Bailin Deng		

COURSEWORK DETAILS:

Assessment Number:	3	of	4
Title of Assessment:	Interim Report		
Format:	Report	Demonstration	
Method of Working:	Individual		
Workload Guidance:	Typically, you should expect to spend between	15	and 30 hours on this assessment
Length of Submission:	This assessment should be no more than: (over length submissions will be penalised as per University policy)		5000 words (excluding diagrams, appendices, references, code)

PUBLICATION:

Date of issue:	Monday 17 October 2016
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SUBMISSION:

ONE copy of this assessment should be handed in via:	Canvas	If Other (state method)	
Time and date for submission:	Time	14:00	Date Thursday 19 January 2017
If multiple hand-ins please provide details:	n/a		
Will submission be scanned via TurnitinUK?	Yes	The report must be submitted as a PDF file.	

The assessment must be submitted **no later than** the time and date shown above, unless an extension has been authorised on a *Request for an Extension for an Assessment* form, which is available from the Departmental Office (RB-308).

MARKING:

Marking will be by:	Student Name
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COURSEWORK COVERSHEET:

If you have a disability that has special allowances authorized by Disability Services or the Examinations Office then you can complete this form and insert it at the beginning of your report before the project title page.
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ASSESSMENT:

The assessment is marked out of:	100	and is worth	6	% of the module marks
N.B If multiple hand-ins please indicate the marks and % apportioned to each stage above (i.e. Stage 1 – 50, Stage 2 – 50). It is these marks that will be presented to the exam board.				

ASSESSMENT STRATEGY AND LEARNING OUTCOMES:

The overall assessment strategy is designed to evaluate the student's achievement of the module learning outcomes, and is subdivided as follows:

LO	Learning Outcome	Method of Assessment {e.g. report, demo}
1	<i>Investigate relevant material / techniques inc critical evaluation of requirements / solutions ...</i>	Report
2	<i>Show evidence of conceptual understanding of relevant principles/techniques... and describe... broader context</i>	Report
4	<i>Plan and conduct methodical work...</i>	Report
5	<i>Communicate ideas coherently in written/spoken English</i>	Report, Demo

Assessment Criteria	Contributes to Learning Outcome	Mark
Introduction and Aims	4, 5	20
Background	1, 2, 5	40
Designs	1, 4	20
Project Management	1, 4	20
Bibliography/referencing	1, 4	C*
Quality of writing/presentation	4, 5	C*
Demo	5	C*

FEEDBACK

Feedback will be given via:	Verbal (via demonstration)	Feedback will be given via:	Canvas
Feedback will be provided no later than 4 'teaching weeks' after the submission date.			

This assessment is set in the context of the learning outcomes for the module and does not by itself constitute a definitive specification of the assessment. If you are in any doubt as to the relationship between what you have been asked to do and the module content you should take this matter up with the member of staff who set the assessment as soon as possible.

You are advised to read the **NOTES** regarding late penalties, over-length assignments, unfair means and quality assurance in your student handbook. In particular, please be aware that:

- Your work will be awarded zero if submitted more than 7 days after the published deadline.
- The overlength penalty applies to your written report (which includes bullet points, and lists of text you have disguised as a table. It does not include contents page, graphs, data tables and appendices). Your mark will be awarded zero if you exceed the word count by more than 10%.

Please be reminded that you are responsible for reading the University Code of Practice on the use of Unfair means (<http://student.hull.ac.uk/handbook/academic/unfair.html>) and must understand that unfair means is defined as any conduct by a candidate which may gain an illegitimate advantage or benefit for him/herself or another which may create a disadvantage or loss for another. You must therefore be certain that the work you are submitting contains no section copied in whole or in part from any other source unless where explicitly acknowledged by means of proper citation. In addition, **please note** that if one student gives their solution to another student who submits it as their own work, **BOTH** students are breaking the unfair means regulations, and will be investigated.

In case of any subsequent dispute, query, or appeal regarding your coursework, you are reminded that it is your responsibility, not the Department's, to produce the assignment in question.

Assignment Details

Project Interim Report

Your Interim Report is submitted to your second examiner via Canvas (and checked by Turnitin), and meeting the deadline is a significant point in your conduct of project management. It should be written so as to be suitable for a reader who is *not necessarily familiar* with your project, and structured according to the template specified below.

The main goal of the Interim Report is to develop your description of the overall purpose and context of your project in detail. It also serves to introduce the project to the second examiner, (who may know nothing of your project in advance of reading your Interim Report); to capture the essence of your project requirements and specification; and to review project management issues and progress to date.

The major assessment component is your Background Review – material which will later form the Background chapter of your Final Report. The present deliverable gives you an opportunity to prepare this material with a fully referenced supporting Referencing section, and get valuable feedback which you can use to improve your report writing technique for the final deliverable.

Your report must be submitted as a PDF file to Canvas and:

- be presented as a formal report formatted using [the Word template](#) or [the LaTeX template](#) presented on the 08341 module site;
- conform to the layout and style given in the [Project Module Handbook](#).

You should also be aware that failure to submit any of your reports will result in you being awarded zero for these assessments as well as RNP (resit not permitted) should you end up failing the module overall. This means you would not be eligible to graduate with an Honours degree or to progress to the Masters stage of the MEng programme.

INTERIM REPORT – ASSESSMENT CRITERIA FOR EXCELLENCE

General presentation

An excellent report will have a highly professional standard of presentation, consistently neat layout and minimal errors of grammar and spelling. The report will be logically sectioned according to the given template, with further attention paid to appropriate use of type size and style for additional sub-headings and narrative emphasis where appropriate. *A report whose quality of writing and presentation is assessed to be unsatisfactory will have the mark capped at 45 (third class).*

Introduction to Project

An excellent report will include a general introduction to its own structure and content, followed by an overview of project goals (as aims and objectives) and context. Significant aspects of the project context will then be highlighted, to demonstrate the relevance of the background review which follows.

Background

In an excellent report, each aspect of relevant background in turn will be described carefully and to appropriate depth, and cogently interpreted in relation to the project goals and processes, with formal citations made to sources of information listed in the References. The order in which topics are addressed will form a logical and progressive narrative, with an appropriate balance of academic/technical and client/requirements issues considered. The material overall may be structured into more than one section if appropriate.

References scope and presentation

Excellent references will indicate a wide scope of different research sources, including many of the following: academic papers, textbooks, technical sources, application domain-related materials, general contexts, in both traditional and modern media. All references will be presented in full and consistently according to the Harvard standard. *A report whose referencing is assessed to be unsatisfactory will have the mark capped at 45 (third class).*

Designs

An excellent report will include a selection of designs of various aspects of the project. These will likely include one or more of the following: system designs making use of UML diagrams such as class diagrams, use case diagrams, etc.; UI design where you can illustrate design choices you have made for your software interface; Experimental design where, for example, you will be conducting user experiments; Test design, what you will be testing in your project and how.

In each of the above cases, it should not just be an unexplained list but should include a discussion of why each part has been designed in that way. Each decision should ideally be tied back to the objectives of the project and the background research that you have conducted.

Due to the space restrictions of the report, you may need to be selective in what you include in the main body of the report and what you include in the Appendices.

Project Management Review

An excellent report will include a concise appraisal of project progress, related to the original time plan, with an intelligent commentary on variance allowing that some tasks may be ahead and some behind schedule. An intelligent consideration will also be given of project risks and ethical concerns, relating both to project progress, product design and deployment.

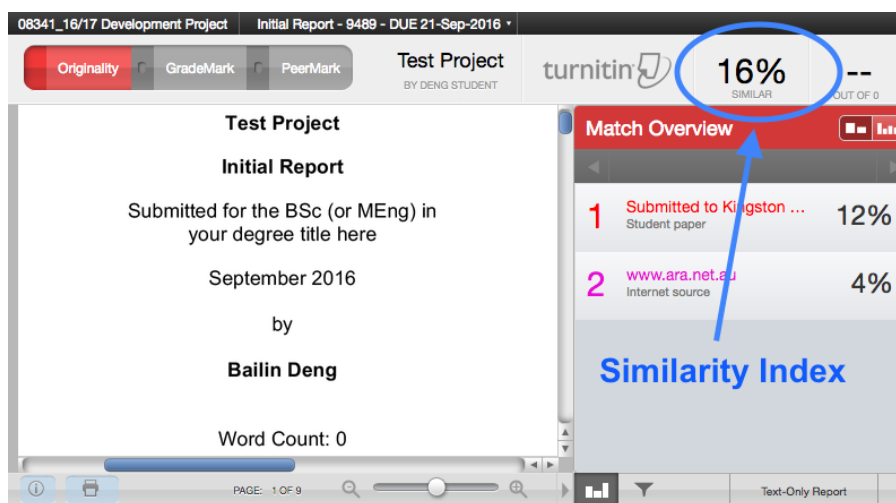
The original time plan and task summary list will be reproduced (in the appendices). A revised plan and discussion of new strategy if relevant should be presented if the original time plan has been superseded. In a high quality report, the plan will demonstrate ability to use relevant software in its production, relate project weeks to calendar dates, and differentiate between developmental and management tasks, intermediate milestones and deliverable deadlines, etc.

Demo

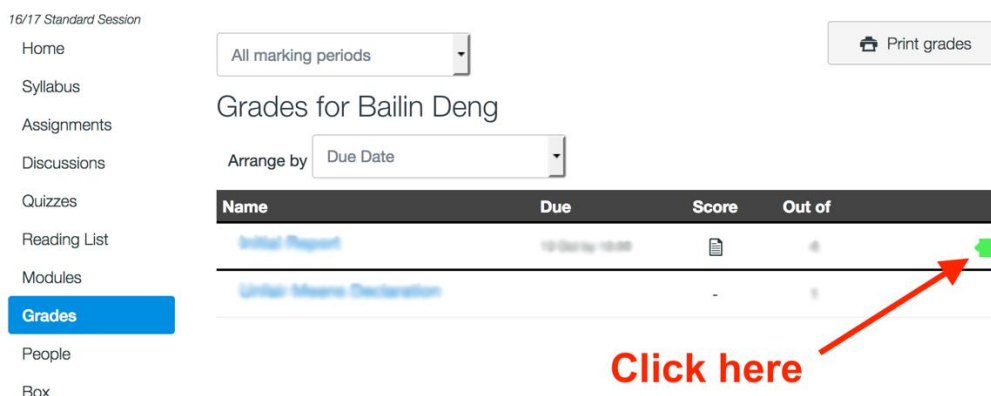
You will be required to attend a demo where you will present to the examiners your progress so far in the project as well as your plans for the remaining time. This is a formative exercise that will enable you to get direct feedback from the examiners, including an alternative set of eyes from your supervisor. **It is your responsibility to confirm with your supervisor and second examiner when and where the demo is to take place. Failure to attend this demo will result in the mark being capped at 45 (third class).**

Turnitin and Submission

Turnitin is an online system developed to investigate the originality of written reports, essays, etc. It can be used to compare the content of a document automatically against others both locally to the writer and across the web. The system produces an Originality Report which shows how much of a document is the same as other earlier documents. As part of this report, an 'originality' percentage value (circled in blue below) will be given, and the lower the value is the better (it denotes how much of your text is found elsewhere); you do not need to reach zero!



When you submit your report on the Canvas module site, it will be automatically checked using Turnitin to generate an originality report. Afterwards, you can view the originality score by going to the “Grades” page and clicking the green symbol next to your submission entry:



This will take you to the Turnitin website and show your originality report. It is worth reading through what Turnitin had to say about your report. In particular, a high Similarity Index may suggest that you have not made proper use of your sources, which could result in failing the referencing component of the assessment or, in more severe cases, being accused of plagiarism. If you wish to redraft your report in light of this, you are free to make resubmissions on Canvas before the deadline.

Submission Checklist

- 1 Use [the word template](#) or [the LaTeX template](#) to key in your Initial Report. ☐
 - 2 If appropriate, complete the [Special Allowances form](#), and copy its content to the very beginning of your report (before your project title page) . ☐
 - 3 Save your report as PDF, submit it [from here](#), and check the Turnitin result. ☐
 - 4 Follow the instructions in the handbook for checking out your project SVN repository. Commit your software deliverables to the folder *Deliverables/Interm*. ☐
 - 5 Confirm and attend your demo. ☐
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