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:	Honours Stage Project		
Lecturer:	David Parker		

COURSEWORK DETAILS:

Assessment Number:	4	of		4	
Title of Assessment:	Final Report				
Format:	Report	Demonstration			
Method of Working:	Individual				
Workload Guidance:	Typically, you should expect to spend between	80	and	120	hours on this assessment
Length of Submission:	This assessment should be **no** more than: *(over length submissions **will be** penalised as per University policy)*	15000 **words** *(excluding diagrams, appendices, references, code)*			

PUBLICATION:

Date of issue:	Monday 15 February 2016

SUBMISSION:

ONE copy of this assessment should be handed in via:	Other		If Other (state method)	Subversion (SVN)
Time and date for submission:	**Time**	12:00 (midday)	**Date**	Thursday 5 May 2016
If **multiple hand–ins** please provide details*:*	*A PDF copy of the Turnitin report of your Final report PDF must be downloaded and added and committed to your module Subversion folder.* *All software and documents developed must be committed to your module Subversion folder* *A showcase video must be submitted to the video submission folder.*			
Will submission be scanned via TurnitinUK?	Yes	If submission is via TurnitinUK within E-Bridge students MUST only submit Word, RTF or PDF files. Students MUST NOT submit ZIP or other archive formats.		

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) or http://intra.net.dcs.hull.ac.uk/student/exam/Advice%20regarding%20resits%20in%20modules%20passed%20by%20compe/Forms/AllItems.aspx.

If submission is via TurnitinUK within E-Bridge staff must set resubmission as standard, allowing students to resubmit their work, though only the last assessment submitted will be marked and if submitted after the coursework deadline late penalties will be applied.

MARKING:

Marking will be by:	Student Name

COURSEWORK COVERSHEET:

BEFORE submission, you **must** ensure you complete the **correct** departmental ACW cover sheet (if required) and attach it to your work. The coversheets are available from: http://intra.net.dcs.hull.ac.uk/student/ACW%20Cover%20Sheets/Forms/AllItems.aspx	If you have a disability that has special allowances authorized by Disability Services or the Examinations Office then you can complete this form and add and commit it to your SVN submission folder alongside your report.

ASSESSMENT:

The assessment is marked out of:	100	and is worth	90	% 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	Investigate relevant material, software, tools and techniques, including critical evaluation of their requirements, alternative solutions, and their achievements. Evaluate these selected approaches and solutions	Report
2	Show evidence of a conceptual understanding of relevant key principles and techniques, some of which may be at the forefront of the discipline, and describe, using informed insight, the broader context of a topic	Report
3	Demonstrate a professional, structured approach to the analysis and/or development of non-trivial software or systems, using appropriate tools and environments, and including project management, documentation and ethical aspects	Report
4	Plan and conduct methodical project work including independent research and practical problem-solving and risk analysis to achieve a limited number of agreed objectives	Report
5	Communicate complex information and ideas coherently in written and spoken English which is accurate and has clarity. Select and use relevant ICT applications to enhance the level of engagement with an academic/professional audience	Report, Demo, Video

Assessment Criteria	Contributes to Learning Outcome	Mark

Introduction and Aims	3, 5	10
Background	1, 2, 5	20
Technical Scope/Depth	2, 3, 4	30
Process/Method	2, 3, 4	20
Critical evaluation	1, 4, 5	10
Referencing	1, 2	C*
Quality of writing / presentation	5	C*
Demo	5	C*

FEEDBACK

Feedback will be given via:	Verbal (via demonstration)	Feedback will be given via:	Annotation
Exemption (staff to explain why)	You will also receive your marksheet.		
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, also available on the department's student intranet at:

- http://intra.net.dcs.hull.ac.uk/student/ug/Handbooks/Forms/AllItems.aspx (for undergraduate students)
- http://intra.net.dcs.hull.ac.uk/student/pgt/Student%20Handbook/Forms/AllItems.aspx (for postgraduate taught students).

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 Final Report

Your Final Report is double marked, by both your examiners. It is delivered to them, via SVN (and Turnitin). 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 standard template indicates the broad structure and content expected, and your report should be written for a reader who is not necessarily familiar with your project, but is fully aware of general computing principles and issues.

Following your introduction and overview, you should present fully referenced background material incorporating that given in your Interim Report, with appropriate adjustments or extensions in light of feedback.

Your substantive project technical achievements should be fully described in one or more main chapters, supported by any formal documentation given as appendices and by system code delivered electronically on via Subversion.

Your concluding chapter(s) should provide a critical evaluation through reflective review of your achievements against project objectives, and consider opportunities or technical necessities for additional future development work.

The template provides the correct format (font etc.) and should provide guidance for outline structure, but it is not a rigid specification. You may make modifications to it as suits your project (remove irrelevant sections / add appropriate new sections).

Your report must be submitted as a PDF file to the eBridge Sandboxes to generate a Turnitin report for adding and committing to your project repository and:

● be presented as a formal report formatted using the template presented on the 08341 module site.

● conform to the layout, style and delivery instructions given in the *Project Module Handbook*. The report should be packaged as a pdf before submitting.

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.

FINAL REPORT – ASSESSMENT CRITERIA FOR EXCELLENCE

Report structure and 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, with further attention paid to appropriate use of type size and style for additional sub-headings and narrative emphasis where appropriate. Illustrations will be neatly prepared and positioned appropriately in relation to their relevant narrative discussion – in line or cross-referred to an appendix. Large or complex diagrams or data tabulations will be presented as appendices, with suitable illustrative extracts placed within the narrative if it aids understanding. *A Final report whose quality of writing and presentation is assessed to be unsatisfactory will result in the overall mark for the module being capped at 45 (third class).*

Project introduction and aims

An excellent report will begin with a clear introduction of the project context, providing a concise and cogent overview of the issues involved, followed by a statement of the project goals (aims and objectives). The deeper discussion of the broad context will appear in later sections of the report, to include a thorough analysis of the specific application domain and requirements, and identify the technical principles, tools and methods to be applied. This detailed discussion will be supported by appropriate examples, illustrations, and properly presented references.

Background understanding

Discussion will demonstrate a breadth of awareness and solid understanding of relevant principles and techniques. Full source references will be made to background material on all

significant issues concerned, including traditional and formal academic sources. A high class report will be further strengthened by a critical appraisal of the problem domain.

Referencing

Excellent references will indicate a wide scope of relevant research sources, including some or all 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 linked to narrative consistently according to the Harvard protocol, in line with departmental policy. *A Final report whose referencing is assessed to be unsatisfactory will result in the overall mark for the module being capped at 45 (third class).*

Technical Development and Processes

An excellent project report will demonstrate a high level of technical achievement, in terms of the formal processes followed and the standard of technical deliverables. Software will be solidly designed, engineered and documented, showing insight and flair, and will be robustly and efficiently implemented to meet all requirements with an appropriate and effectively styled user interface, user and system documentation. Non-software development aspects will be equivalently professional and thorough in their conduct and final delivery, for example well-evidenced and -argued conclusions of investigative research, showing insight and flair.

Critical evaluation

All aspects of the project process and outcomes will be reflectively reviewed, considered against relevant standards, and appraised relative to stated goals. Opportunities for further refinement will be discussed and potential future developments identified and appraised. Within this critique, an excellent report will further demonstrate insight, depth and breadth of understanding of the discipline.

Showcase Video

You also need to create and submit a short video that showcases your delivered project. The particular nature of your project may have an impact on what you choose to include in the video. It may show off features of your delivered software, results of experiments, and/or the algorithms that you have developed. It should certainly include an introduction that informs the user about what they are watching.

As a rough guideline, aim for around 10 minutes. There is a hard file size limit of 1 GB and you should be submitting only the video file (no zips) using your name and six digit user id as a file name. There are no specified quality attributes, but think about what you expect when using services such as YouTube; you probably want to aim at 720p and above for resolution and around 30fps and above.

In some cases, the video can form part of, and/or inform, your demo. This may be particularly useful in projects that are impractical to demo indoors (such as with GPS based apps for example).

You are encouraged to produce these to a high quality and use it as part of your online portfolio when applying for jobs. Your work may also be given exposure as part of a department showcase of projects on our website.

The video should be uploaded to \\thor.net.dcs.hull.ac.uk\08341videoshowcase. You will need to be on campus or use the VPN to access the folder.

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 and for you to show off the great work that you have done. 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 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!

You must use one (or more) of the eBridge assignment sandboxes to generate a Turnitin report pdf of your report. Once you have submitted your report to one of the sandboxes, your will be notified when your Turnitin report is ready. Please be aware that this is not instantaneous so do not leave it until the deadline (or close to it) before carrying out this step. My low traffic test of this took around 15 minutes to receive the report back. Expect this to increase near the deadline when everyone is trying to submit at once, so leave plenty of time.

Remember that at this stage you have not officially submitted this ACW. You will need to add and commit the generated Turnitin report to your project SVN repository in the Final Report folder.
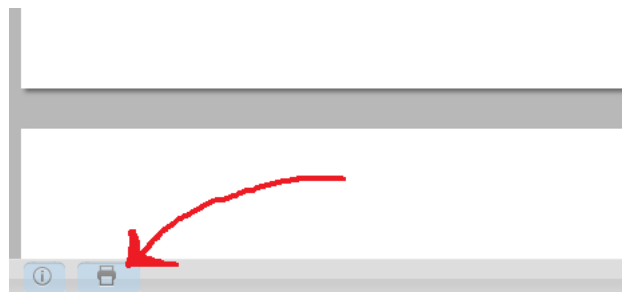
To retrieve the Turnitin report you must navigate to your submission in the eBridge Final Report Turnitin Sandbox and click where it says 'View Report'.
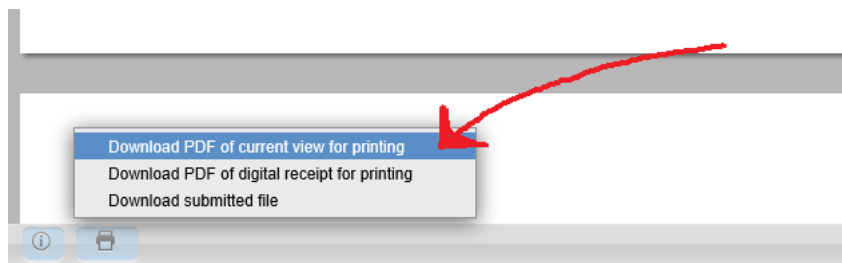

This will take you to the Turnitin website and show your Turnitin report. It is worth reading through what Turnitin had to say about your report. Reports with high Similarity indexes may suggest that you have not made proper use of your sources which could result in failing the referencing component of the assessment or, in more severe cases, being acused of plagiarism.

If you wish to redraft your report in light of this, you are free to use one of the other sandboxes to generate a new report for your update. Just remember to submit the correct one to your SVN folder.

To download your Turnitin report, locate the print icon in the lower left of the webview and click on it.

This will display a pop-up selection. You need to select 'Download PDF of current view for printing'. Save the downloaded file and add it to your project SVN repository in the Final Report folder. Make sure you commit it. You have now submitted your Final Report Turnitin report.

It is highly recommended of course that you use SVN for maintaining document control of your project. If you are doing this, then you will already have a PDF copy of your submitted documents added and committed to the folder before you submit it to Turnitin. This could help you to provide evidence in potential mitigation cases surrounding late submissions.

Submission Checklist

1   Follow the instructions in the handbook for checking out your project SVN repository. ☐

2   Use the template to key in your Final Report. ☐

3   Use the eBridge Final Report Turnitin sandbox assignments (1, 2, 3) to generate a Turnitin report.

☐

4   Add the generated Turnitin report to your project SVN repository in the Final Report folder.
☐

4.1   If appropriate, complete and add the Special Allowances form to the Final Report folder.

☐

5   Submit your software, source code, and documentation to your module   ☐
Subversion folder by the deadline. Your previous reports should still be in there.

6   Submit your showcase video to the video submission folder. ☐

7   Commit everything to the repository. ☐

8   Confirm and attend your demo. ☐

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