

DEPARTMENT OF COMPUTER SCIENCE
ASSESSMENT DESCRIPTION 2016/17
(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:	1	of	4
Title of Assessment:	Initial Report		
Format:	Report		
Method of Working:	Individual		
Workload Guidance:	Typically, you should expect to spend between	5	and 20 hours on this assessment
Length of Submission:	This assessment should be no more than: (over length submissions will be penalised as per University policy)		1500 words (excluding diagrams, appendices, references, code)

PUBLICATION:

Date of issue:	Wednesday 28 September, 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 13 October, 2016
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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SPECIAL ALLOWANCES FORM:

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	4	% of the module marks
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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

Assessment Criteria	Contributes to Learning Outcome	Mark
Introduction	4, 5	10
Background	1, 2, 5	25
Aim and Objectives	4, 5	25
Task List	4	15
Time Plan	4	15
Risk Analysis	4	10
Referencing	1, 4	C*
Quality of writing/presentation	4, 5	C*

FEEDBACK

FEEDBACK			
Feedback will be given via:	Canvas	Feedback will be given via:	Canvas
Exemption (staff to explain why)	Additional verbal feedback can be received from your supervisor.		
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 Initial Report

Your Initial Report is submitted to your supervisor via Canvas (and Turnitin), and meeting this deadline is a significant point in your conduct of project management.

The Initial Report shows five things:

- the agreed **project title** (which may have changed from the 'initial brief' in the [Project Catalogue](#)), and a description of what the project is.
- your **context and task analysis** for the project, giving an overview of the project context, outlining and justifying the tasks envisaged to be done and their necessary sequence, and including a risk analysis and ethical checklist (see [Module Handbook](#)).
- a formal summary **time chart** showing what tasks should be active in each week of the project, from start to finish
- a risk analysis that considers all the things that could jeopardise the successful completion of your project.
- your **initial references** to source material. (See "Referencing" from the [Module Handbook](#)) for presentation styles.)

Most of this content should be straightforward to create on the basis of your preparatory work. Standard formats for the time chart and references can be followed, from advice in support lectures and from your supervisor. The title may be changed for the Initial Report if appropriate.

The main effort for the Initial Report will be in documenting your *analysis and understanding of your project topic*, in order to show the logic of your task selection, based on an initial specification and background research. This section of your Initial Report should be kept concise,

so the overall document comes to around six to ten pages in total when title page, task list, time plan and references are included.

Your report must be submitted as a PDF file to Canvas 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 [Module Handbook](#). The report should be packaged as a pdf before submitting.
- you must also submit completed Ethics Checklist (using [this template](#)).

Please note that failure to submit the Ethics Checklist will result in you achieving a mark of zero for this assessment. 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.

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

An excellent report will have a general introduction to its own structure and content; it will describe in your own words what the project is intended to achieve.

Background

In an excellent report, significant aspects of relevant background will be clearly but concisely outlined, with formal citations made of sources of information listed in the References. The order in which topics are addressed will form a logical and progressive narrative, with appropriate balance of academic/technical and client/requirements issues.

Aim and Objectives

An excellent report will consider the background research around the area of your project and elucidate with insight and methodical analysis, to define a single aim for the project. In order to meet this clear aim, a set of measurable objectives should be defined. These objectives will be outlined and intelligently evaluated to determine their relative importance and possible sequence within the work plan. Potential difficulties and alternative approaches will be noted.

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).*

Task list

The objectives will be structured as meaningful and manageable tasks. The task list will summarise each task identified in the narrative analysis, in the form of a short title and one or two sentences of description, together with a task number linking to the time plan. Significant deliverables and intermediate points will also be identified and summarised similarly.

Time plan

The time plan will display all the tasks listed against the project weeks in which each will be active, in a rectangular chart. Additional task rows may be included to show the incidence of

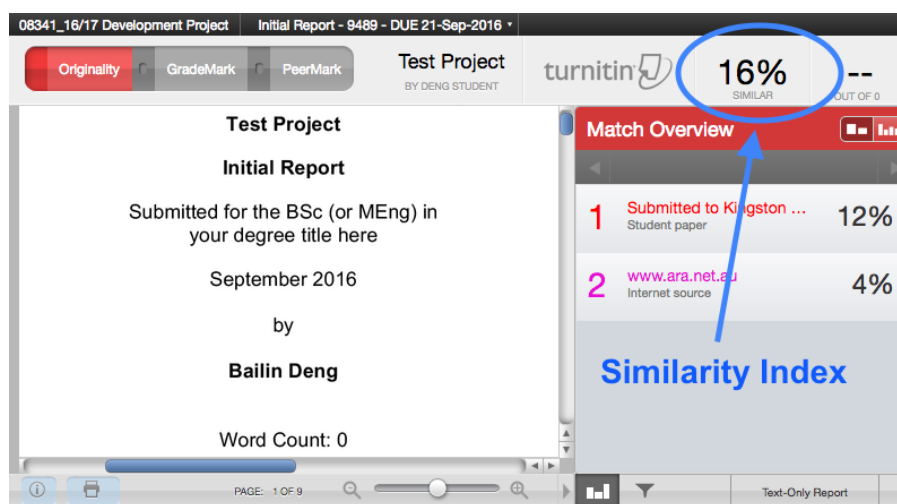
external time constraints (e.g. exam revision) and all calendar weeks should be included from start of semester 1 to end of semester 2. In a high quality report, the plan will demonstrate ability to use relevant software in its production, relate project weeks to calendar dates, and differentiate between developmental and management tasks, intermediate milestones and deliverable deadlines, etc.

Risk Analysis

It is important to consider all the risks that may prevent you from meeting the objectives of your project. You should reflect on the relative likelihoods and severity of consequences of the risks occurring. You should also identify action plans for what to do to prevent the risk from happening and what to do if it does happen. Remember that this is a worthwhile activity, not just a paper deliverable; your project is a sizable chunk of your degree mark so you want to make sure that “neither snow nor rain nor heat nor gloom of night” (or hard drive failure, etc.) stays you from delivering your objectives.

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 the initial report entry:

08341_16/17 > Grades > Bailin Deng

16/17 Standard Session

Home All marking periods Print grades

Syllabus

Assignments

Discussions

Quizzes

Reading List

Modules

Grades

People

Box

Grades for Bailin Deng

Arrange by Due Date

Name	Due	Score	Out of
Initial Report	13 Oct by 12:00		4
Unfair Means Declaration		-	1

Click here

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 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 Make sure you complete the Ethics Checklist (in [this template](#)). ☐
 - 5 Save your Ethics Checklist as PDF, and submit it [from here](#). ☐
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