

+ Final year project:
Final assessment

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Session 9 (Week 14)

+ Outline

- This semester's support sessions
- Demonstration day
- Draft report
- Final report
- Viva
- Final assessment arrangements
- Other tips
- References



Image from businessrecords.com

+ Project support sessions in semester B

- Sessions are Mondays 3-4pm in Mason LT

Week	Date	Topic
2	14 Jan	Final Assessment
4	28 Jan	Poster Preparation (Usman Naeem)
6	11 Feb	An Examiner's View
8	25 Feb	Lessons from Previous Reports
10	11 Mar	Demo Day Preparation (Usman Naeem)
11	18 Mar	Viva Preparation

+ Demonstration Day

- **Wed 24 April 2019**
- Will include:
 - Poster
 - Demonstration
 - Q&A
- Full details will be given in the associated support sessions

+ Draft report [1/2]

DEADLINE

- Due **Monday 18 March 2019**
- Non-assessed
- Should be as complete as possible
- Your one formal opportunity for feedback from your supervisor on your report before the final assessment
- Submission will be through QMPlus

Image from venture.ch

+ Draft report [2/2]



- The draft will be passed through TurnItIn (electronic plagiarism detection service)
 - You will have access to the resulting "originality report"
 - You should discuss the originality report with your supervisor
- Feedback
 - Should be available by **Monday 8 April 2019**
 - Contact your supervisor to arrange this

+ Final report: aims

- To present your work
 - In context
 - In detail
 - With analysis and insight
 - Clearly, concisely and professionally
- To show that
 - You have a principled, structured and rigorous approach to your work
 - You are able to communicate this effectively in a formal written form



Image from forbes.com



Image from mavrck.co

+ Final report: structure [1/4]

- Be guided by your supervisor – different structures are appropriate for different project types
- You should have established a basic structure at the interim report stage
- Title page – a template will be provided
- Acknowledgements
- Abstract / summary
 - One page maximum
 - Should be a complete summary of your work
 - Should make sense independently from the rest of the report

+ Final report: structure [2/4]

- Table of contents
- Introduction
 - Context for the report
 - Motivation for your work
- “What others have done” chapter(s), e.g.
 - Background research and/or
 - Literature review

+ Final report: structure [3/4]

- “What you have done” chapter(s), e.g. might include some / all of
 - Requirements capture / analysis – what your system should do
 - Methodology / design – how you went about your work
 - Implementation – practical techniques, problems, solutions
 - Testing and/or evaluation – how well your solution worked
- Discussion / conclusions
 - Critical analysis
 - Honest appraisal
- Further work
 - What more you would do if you had time

+ Final report: structure [4/4]

- References / bibliography
- Appendices
 - More detailed material that is not crucial to understanding of main message(s), e.g.
 - Detailed experimental results
 - Copy of questionnaire / interview script

+ Final report: format

- A maximum of 50 pages without appendices / 60 pages with appendices
- Format and number headings and sub-headings clearly
 - Use styles in MS Word or
 - Use LaTeX
 - Use a 12-point sans serif font (e.g. Arial, Helvetica, Futura)
- Ensure that figures, tables, diagrams etc. have captions
- Include page numbers
- Spell and grammar check your report before submission
- Ensure that you have referenced properly – see previous lecture on referencing and plagiarism!



Common Problems

Image from stemsavvyblog.com

+ Final report: common problems

- **Poor writing** inhibits communication
 - Try signing up to writing retreats
 - Try contacting Learning Development for help
- **Poor structure/argument** inhibits understanding
 - Your report should tell a coherent and flowing story
 - Try writing a bullet point for each section in your report structure, to link this to the next section
- **Imbalance** in the description of others' work vs. your own work
 - Your own work should form at least 75% of your report
 - Try assigning approximate numbers of pages to each section of your report structure in advance



Image from www.personal.psu.edu

+ Viva [1/2]

- The viva will be given a specific time slot
 - Presentation - using slides, 10-15 minutes, TBC
 - Questions from examiners – 10 minutes, TBC
- Aims
 - Explain and justify your work
 - Demonstrate what you have achieved
 - Impress and interest your examiners
 - Show your ability to respond to questions

+ Viva [2/2]

- **Prepare well!**
- Practise and time your presentation
- Ensure that your presentation is pitched at the right level – do not assume that your second examiner is expert in your project area
- Consider if any handouts would be helpful
- Think of likely questions from your examiners and prepare your responses
- Get there in good time on the day and ensure you can get set up and started quickly

+ Additional Documentation



Image from businessrecords.com

+ Separate submission of software

- Executable code
- Readme file explaining how to run the code
- Source code

+ Additional documentation



- Disclaimer
 - Include it at the start of your project report, just after the title page
 - The wording will be on QMPlus
- Destination form (what you are going to do next)
 - A separate electronic submission on QMPlus



+ Final assessment dates



- Final Report and Supporting Material Due
 - **Tuesday 23 April 2019**
- Presentation Slides and Destination Form Due
 - **Friday 26 April 2019**
- Vivas will be scheduled in appropriate locations during the examination period
 - **Monday 29 April – Friday 10 May 2019**

+ Final assessment marking

- 3 submissions, worth 90% of module assessment in total
 - Final report – 85%
 - Code listing / implementation – included in the above
 - Viva and slides – 5%
- Submission is through QMPlus
- A penalty of 5% per day or part day late for each submission component, up to a maximum of 5 days late = 25% penalty
- The report will be passed through TurnItIn to check for any similarity with other material

+ Final Report: Marks breakdown

- Background, aims, and organisation 17%
- Achievement 26%
- Clarity 12.5%
- Analysis/testing 17%
- Difficulty level and Supervision 12.5%

+ Who assesses your project?

- Your project is examined by
 - Your supervisor, who knows how you approached the problem
 - A second examiner assigned from a pool of second examiners
 - This examiner will be examining a large number of projects to ensure that the marking is uniform between supervisors
 - This examiner may not be an expert in your particular project area, so it is important that you explain things so that someone with general expertise but not in-depth knowledge will understand your work
 - A third examiner will be appointed if there is a large discrepancy between first and second examiner marks
- An external examiner from another university will also see some projects to ensure common standards are applied

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Image from travelmanagement.yale.com

+ Other tips



Image from lacie.com

- Back up your work!
- NO allowance can be made for lost work
- Communicate any problems as soon as possible to your supervisor or the projects coordinator
- The earlier we know, the more likely that we will be able to help

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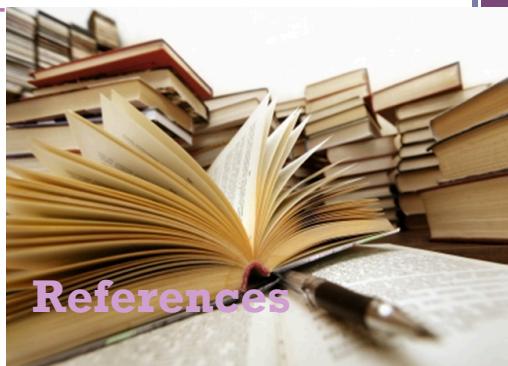


Image from finearts.au.alexu.edu.eg

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+ Questions?

+ Acknowledgements

- These slides are adapted from previous slides by Tassos Tombros, Elaine Chew and Alan Pearmain