

Marking Criteria

Criteria	Excellent	At Standard	Below Standard	Unacceptable
Introduction - Placement Overview	6 to 7 points Overview includes a description of the placement and all client and organisation information.	4 to 6 points Overview includes a description of the placement, and some client and organisation information.	2 to 4 points Overview mentions the placement and some client and organisation information.	0 to 2 points Description of the placement is lacking and client and organisation is lacking or missing.
Placement Objectives	8 to 10 points Placement objectives are clearly outlined and are in line with industry partner's organisation.	5 to 8 points Placement objectives are outlined and are in line with industry partner's organisation.	3 to 5 points Placement objectives are mentioned and somewhat in line with industry partner's organisation.	0 to 3 points Placement objectives are vague and/ or aren't in line with industry partner's organisation.
Placement Scope	7 to 9 points Placement in-scope and out-of-scope clearly defined.	4.5 to 7 points Placement in-scope and out-of-scope defined.	3 to 4.5 points Placement in-scope and out-of-scope vague.	0 to 3 points Placement in-scope and/or out-of-scope mentioned and aren't relevant.
Definitions and Acronyms	5 to 6 points All acronyms are expanded and defined in a table.	3 to 5 points Some acronyms are expanded and defined in a table.	3 to 4 points Acronyms are expanded only.	0 to 3 points Unnecessary acronyms are expanded or defined.
Project Plan - methodology	4.5 to 6 points Appropriate selection of methodology with clear justifications.	3 to 4.5 points Selects a method, but the justification is not convincing.	1.5 to 3 points Selects a method, but no justification.	0 to 1.5 points Does not state the methodology selection.
Project Plan – work breakdown	9 to 12 points Logical breakdown and grouping of all work/deliverables. Meaningful work unit that can be clearly defined, easily estimated, has minimum dependence on other unit, and its completion can be verified. All tasks are clearly defined/described. Good justification of the breakdown.	6 to 9 points One or two of the requirements for excellence is not met. Reasonable justification of breakdown.	3 to 6 points Some tasks are not broken down. Or three or more of the requirements for excellence is not met. Poor justification of the breakdown.	0 to 3 points Several of tasks are not properly broken down. No justification of the breakdown.
Project Plan - schedule	4.5 to 6 points Activity estimations are feasible. Sensible planned start and	3 to 4.5 points A schedule is presented but a few estimation or	1.5 to 3 points A schedule is presented but there are minor	0 to 1.5 points Poor presented schedule or with major information

	finishing dates of all tasks.	planning decisions are questionable.	inconsistencies with the information presented in previous sections.	inconsistencies to previous sections, or several questionable estimations.
Technical Processes - Methods, Tools and Techniques	8 to 11 points An extensive list of methods, tools or techniques, as per project objectives, are accurate and relevant to the project and cross referenced.	5.5 to 8 points Methods, tools or techniques, as per project objectives, are listed and are accurate and relevant to the project.	3 to 5.5 points A few basic methods, tools or techniques, as per project objectives, are listed and relevant to the project.	0 to 3 points Irrelevant methods, tools or techniques, are listed.
What will you learn?	8 to 11 points A well thought out plan of what you can and/or need to learn from this placement that demonstrates your independent life-long learning skill. The plan is feasible and build up on top of your current knowledge. The volume of learning is equivalent to at least a 20CP course. The learning has a strong relevance to your major/dissertation.	5.5 to 8 points A detailed plan of what you can and/or need to learn from this placement that demonstrates your independent life-long learning skill. The plan is feasible and build up on top of your current knowledge. The volume of learning is equivalent to a 20CP course.	3 to 5.5 points A plan of what you need to learn from this placement that demonstrates your independent life-long learning skill. The plan is feasible and build up on top of your current knowledge. The volume of learning is close to a 20CP course.	0 to 3 points Poor learning plan, missing or not relevant learning topics. In sufficient volume of learning. No room to demonstrate independent learning.
Placement Success Criteria	8 to 11 points A complete list of success criteria is defined and accurately prioritised. They are clearly measurable and clearly testable.	5.5 to 8 points A list of success criteria is defined and prioritised. They are measurable and testable.	3 to 5.5 points A list of some success criteria is given. They are defined and/or prioritised. Some are measurable and testable.	0 to 3 points Few success criteria are given although they are not easily measurable or testable.
Risk Management	8 to 11 points Risk matrix is specific for the placement which identifies a broad range of risks. Covers assessment of possible impact, description of management strategies for avoiding, containing and recovery from risk and potential negative outcomes.	5.5 to 8 points Risk matrix is specific for the placement which identifies some risks. Covers assessment of possible impact, description of management strategies for avoiding, containing and recovery from risk and potential	3 to 5.5 points Risk matrix is basic and/or not entirely specific to the placement. Covers some assessment of possible impact, description of management strategies for avoiding, containing and recovery from risk	0 to 3 points Risk matrix is not specific to the placement. Covers little or no assessment of possible impact, description of management strategies for avoiding, containing and recovery from risk and potential negative outcomes.

		negative outcomes.	and potential negative outcomes.	
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For each section, you could lose marks for poor written communication, including having errors (spelling or grammar) or poorly presented. The table below for specific criteria for written communication.

	Outstanding	Excellent	Above standard	At standard	Below standard	Unacceptable
Written communication	Conveys meaning clearly, concisely and cohesively. Writing is deliberately written with a professional / academic audience in mind.	Conveys meaning clearly, concisely and cohesively. Writing is written with a professional / academic audience in mind.	Conveys meaning clearly, concisely and cohesively	Conveys meaning clearly and concisely	The meaning is apparent to the reader	The meaning is apparent to the reader with some effort