**Part 1 – To be completed by Coursework Setter(s)**

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| Module reference | **CMM201** | Module title | **Programming Concepts for Business Analytics** |
| Coursework Setter(s) | **Carlos Moreno-Garcia** | Session | **2019-2020** |

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| **CW details** |  |  |  |
| Title (Optional) | Creating a Basic Python Programme | Hand-out Date |  |
| Duration (for class tests) | N/A | Hand-in Date | 7th November 2019 |

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| Learning outcomes assessed in CW | | | | |
| LO1 | LO2 | LO3 | LO4 |  |
| √ | √ |  |  |  |

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| --- | --- |
| Grading scheme | √ |
| Model Solution | √ |

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| CW Setter(s) | Carlos Moreno-Garcia | Date | 11/09/19 |

**Part 2 – to be completed by moderator**

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| **COURSEWORK** | **YES** | **NO:** *(If no, provide an explanation. Note that some aspects may not be applicable.)* |
| 1. Does the coursework reflect the learning outcomes as specified in the *Module Descriptor*? |  |  |
| 2. Are the guidelines clear and unambiguous? |  |  |
| 3. Has the necessary core information been included? (see below for indicative list) |  |  |
| 4. Has the grid, if use, been modified, scrutinised and attached to the guidelines? |  |  |
| 5. Are the salient points listed for all descriptive questions? |  |  |
| 6. Have the needs of students with identified specific needs been taken into consideration, where appropriate? |  |  |
| 7. Has a model answer/grading scheme been prepared? |  |  |

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| * Date of assessment release * Word count * Submission date * Submission method/location * Number of copies to submit * Date for release of marks * Date for release of feedback * How feedback will be returned |

Moderator’s comments:

**Moderator Signed: Date:**

**Part 3 – to be completed by Coursework Setter(s)**

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| Response to Moderator’s comments: |

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| CW Setter(s) | Signed: | Date |  |

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| Moderator(s) | Signed: | Date |  |

**Coursework Moderation Process**

Part 1 is to be completed by the coursework setter(s) (CS). The module coordinator (MC) needs to ensure that a moderation process takes place ahead of the coursework (CW) being released to students. Modules with a coursework weighting more than 50% are treated like exams and sent to the external examiner in addition to the internal moderation process.

* Hand-out and Hand-in Dates: The duration available to students to attempt the CW should be proportional to its weight. The School office (SO) will request the hand-in dates from MCs ahead of the start of each session to allow Course Leaders (CL) to review the CW workload distribution. Hand-out dates should be set so that students take full advantage of the assessment week break.
* Learning Outcomes (LOs): The CS should ensure that the LOs covered by the CW are in line with those specified in the Module Descriptor (MUD).
* Marking Scheme: Either a marking scheme (split of marks) or a grading grid should be made available to students. If applicable, the CS should indicate to students whether the default correspondence of grades and percentages apply.
* Model solution: CS should provide a model solution to (i) make sure the CW is feasible and in the set duration, (ii) assist the moderator (and external examiner) in the moderation process, and (iii) server as a form of feedback to students. When the production of a model solution is not possible (e.g., a creative design type of CW), and indication of how a solution may look like needs to be provided.
* Feedback: CS to indicate how (Moodle, SO…) and when feedback is to be released including (i) a generic feedback and, possibly, a model solution (normally 1 week after hand-in date to allow for possible filing of extenuating circumstances) and (ii) individual feedback (subject to second marking). This should, at a minimum adhere with the current university standard of 20 working days (4 weeks). CS should include this information when CW is released to students.

Part 2: To be completed by a moderator as allocated in the work allocation.

Part 3: is to be completed by both the CS and moderator to make sure that all relevant comments ware actioned.

The completed form is sent to the SO for filing alongside the CW assignment, the marking scheme and the model solution.