

Interim Report Structure

Word Limit - 3500

Introduction, Background, and Referencing

- Are the sections correctly titled and numbered
- Does the introduction fully introduce the subject of the report?
- Does the introduction introduce the structure of the report?
- Does the background give confidence that the student has fully read around the subject?
- Does the background show an appropriate depth and breadth of reading around the subject?
- Does the background section demonstrate a full understanding of current thinking in relation to the subject area?
- Is the background section fully and correctly referenced?
- Could the text be presented more efficiently by better use of references in place of reproducing information in the text?
- Does the background section flow smoothly?
- Are references correctly presented?

Work to Date

- Is/ Are the chapter/ chapters appropriately titled?
- Does the text have a coherent and logical flow?
- Is all work done to date fully and efficiently presented with evidence?
- Does the presentation show a full and detailed consideration of the design and development of the system to date?

Further Work

- Is there a detailed and coherent plan of the work still to be done?
- Is this presented in a logically ordered fashion?
- Is there a level of confidence that this can be completed in the time remaining?

Review

- Has the student assessed their progress?
- Is the assessment realistic and does it match with evidence from supervision meetings?

If the student is behind schedule:

- Has the student analyzed why they are behind?
- Has the student put in place a sensible plan to get back on target?
- Does the plan seem realistic?