

# Portfolio Format and Assessment Criteria

**COS20007**

**Object Oriented Programming**

Semester May, 2025



# Portfolio Format and Assessment Criteria

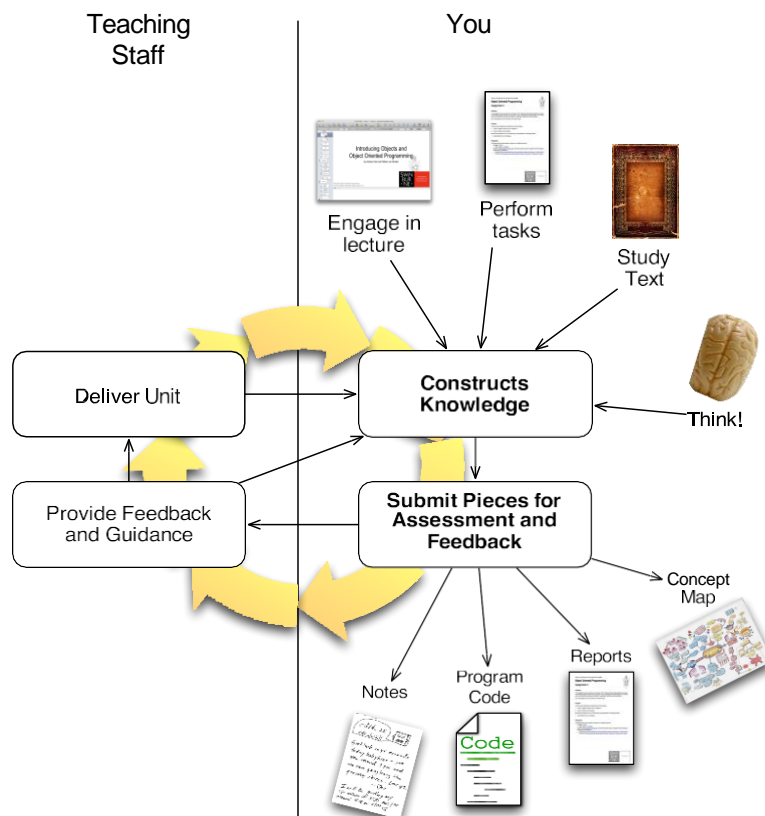
## Overview

Results in this unit are determined from a portfolio of work that you submit at the end of the unit. This is designed to help you achieve the best result possible, with lots of support to help you learn. This document outlines the portfolio assessment process, the format of the portfolio, and its assessment criteria.

## Learning and the Portfolio Assessment Process

Effective learning requires you to actively try to understand the topics being covered. The tasks that we provide you can help you develop your understanding, but do require you to think about how they relate to the underlying concepts and practices. One way that we can assist you is to provide you with feedback on your progress, and to answer your questions about aspects you are unsure of.

With portfolio assessment you have many opportunities to receive feedback. Each week you will have the opportunity to submit work to your tutor for feedback. They will look at your work and give you advice that you can use to improve your understanding and the quality of the work you submit in your final portfolio.



As shown in the image above, this process is iterative. Each week we will help you learn by introducing topics, working through tasks with you, and providing resources and tasks you can complete. Using these resources can help you develop your understanding. In this process you will create pieces of work that demonstrate your understanding. You can submit these to us so that we can help ensure that you have understood each topic correctly. The feedback we provide should then help you develop your understanding, while also providing us with ideas we can use to improve the way the unit is delivered.

At the end of the semester you can select your best pieces of work to submit in your portfolio. Your grade is then determined from what you have submitted - which should have incorporated all of the feedback you have received throughout the teaching period.

## Portfolio Format

In this unit the portfolio you submit needs to contain the following items:

1. A **Learning Summary Report** that reflects on what you have learnt, and shows how your portfolio addresses the unit's learning outcomes and its assessment criteria. As a minimum this will include:
  - a. Evidence that you have passed the semester test,
  - b. evidence that you have completed the weekly tasks appropriate for your target grade,
  - c. a program of your own design if you are aiming for a Distinction grade or above, and
  - d. a research report if you are aiming for a High Distinction of 90 or above.

### Learning Summary Report

Your *Learning Summary Report* will consist of three parts: a self-assessment, a reflection, and appendices. The self-assessment indicates how your portfolio aligns with the assessment criteria. Your reflection is a personal comment on what you have learnt in this unit, and how your knowledge and skills have developed. The appendices include all your task submissions in PDF format, along with the source code for each task.

This report should be around 5 to 10 pages in length: one page for an overview, one page listing the pieces you wish to be considered as part of your final submission, two to four pages aligning your evidence to the unit's learning outcomes, and two or three pages for your reflections.

The reflective section of the learning summary report should,

- Elaborate on aspects that you found challenging/inspiring/interesting or different to your expectations, and explain why.
- Include the approach that you used to solve problems and how what you have learnt in the unit helped.
- Compare and contrast new learning/information within the context of prior learning (as well as any previous assumptions or expectations – with a discussion on how these have either been reinforced or changed).
- Present areas that you have personally explored beyond the expectations of the unit, as well as indication of the areas where you plan to learn further on your own, and explain why.
- Highlight ideas/techniques/principles that can be generalised and used in other areas or for further learning (with a brief discussion to support the claim).

Note: The reflective section should not be a direct summary of the content covered in the unit.

A template will be provided to help you format your Learning Summary Report.

## Semester Test

You must pass the semester test in order to pass this unit of study, and you will be provided with two opportunities to do so. The first opportunity is when you take the test. If your mark is "Acknowledgment," you can include the test as evidence in your portfolio. The second opportunity arises if you receive a "Revision/Resubmit" mark. If you receive a "Revision/Resubmit" mark, you must correct the test within two weeks.

If you do not meet the revision deadline, you will receive a "Fail" mark. If your mark is "Fail," you will not be eligible to pass the unit

Test Result	Action Needed to Pass Test
<b>Acknowledgement</b>	No action required
<b>Revision Resubmit</b>	You must address issues with your answers. You must correct all issues and get your test signed off as Acknowledgement within two weeks  If your test is not marked as Acknowledgment within two weeks, it will result in an overall fail grade for the unit
<b>Fail</b>	This grade indicates that you have not met the hurdle test requirements and are no longer able to pass the unit.

## Weekly Tasks

Each week there will be a number of tasks that you are required to complete. These tasks are designed to help you understand the material presented, and to give you a chance to apply the concepts studied. Your portfolio must include work from these weekly tasks that demonstrates you have successfully mastered all of the unit's learning outcomes.

Tasks are related to different grade outcomes.

Description	
<b>Pass Tasks</b>	Core tasks required to demonstrate the unit's learning outcomes. All of these tasks must be completed in order to pass the unit. These tasks have significant guidance to help you achieve the required understanding.
<b>Credit Tasks</b>	Extend beyond the core material to help you better understand the concepts associated with the unit. These tasks have some guidance, but will require you to develop a deeper understanding than the Pass Tasks.
<b>Distinction Tasks</b>	Provide an opportunity for you to demonstrate that you have a good understanding of all of the topics associated with the unit. There is little guidance with these tasks in order for you to have more control over how you solve these problems.
<b>High Distinction Tasks</b>	Go beyond the material covered in the unit, allowing you to demonstrate that you can use what you have learnt to explore associated concepts.

## Custom Program (for Distinction and High Distinction grades)

In order to meet the Distinction criteria your portfolio must demonstrate your ability to apply the concepts learnt in the unit to the design and development of a custom program. In collaboration with the teaching staff, you must propose a program that you will design and implement. Your submission will include the code you have developed for your program, along with a design report and screenshot(s) of your program in action.

The Design Report must capture the structure and key elements of your program. It must contain text and appropriate diagrams to communicate both the static structure and dynamic behaviour of your program. It should be written for knowledgeable developers, with a focus on clearly communicating the core aspects of the solution's structure.

High Distinction criteria for your custom program require it to have good code quality, demonstrate appropriate use of abstraction, demonstrate appropriate uses of design patterns, with good code documentation.

Custom Project - Design Report	
<b>Distinction Requirement</b>	Your design report must include the following: <ul style="list-style-type: none"><li>▪ An overview of the program's goals.</li><li>▪ A UML class diagram and one or more sequence diagrams illustrating how the core aspects of the program fit together.</li><li>▪ A description of core program functionality and how it works.</li></ul>
<b>High Distinction Requirements</b>	Your design report must demonstrate good communication skills, and present a well thought out program design. It must clearly communicate the abstractions being created, and outline how the functionality is organised. It must show how design patterns have been appropriately incorporated into the design.
Custom Project - Code Quality	
<b>Distinction Requirement</b>	<p>Your program must include some form of logic that operates on the data within the program. To achieve this your program must:</p> <ul style="list-style-type: none"><li>▪ do more than just collect and display data to the user.</li><li>▪ be substantially your own design and implementation.</li></ul> <p>You must demonstrate the use of the following:</p> <ul style="list-style-type: none"><li>▪ Abstraction: the ability to create relevant classes to model the program being designed.</li><li>▪ Encapsulation: each class should encapsulate appropriate responsibilities.</li><li>▪ Inheritance &amp; Polymorphism: you must demonstrate the use of inheritance and polymorphism appropriately.</li><li>▪ Structured programming: no use of goto, etc.</li><li>▪ Classes must demonstrate appropriate coupling and cohesion.</li><li>▪ Method must perform a single task, with few lines of code and little code repetition.</li><li>▪ All classes and public methods have appropriately formatted documentation.</li></ul> <p>Your code must meet good programming practices:</p> <ul style="list-style-type: none"><li>▪ Artefacts should be named appropriately.</li><li>▪ Indentation must help document program structure.</li></ul>
<b>High Distinction Requirement</b>	<p>Must meet standards indicated in the associated High Distinction Task.</p> <p>Code must demonstrate ability to select appropriate artefacts, design useful abstractions, and suitably organise functionality. It must also demonstrate appropriate uses of design patterns.</p> <p>Code will be extensively commented, with comments providing meaningful insights into the code being documented.</p>

## High Distinction Project (for 90+ grades)

In order to achieve a grade of 90 or above, your portfolio must demonstrate that you have developed significant depth of understanding related to the unit's intended learning outcomes.

When applying for a High Distinction grade that includes this project, it is your responsibility to ensure that the evidence you include clearly outlines how this task demonstrates significant depth of understanding. There should be no doubt that you have achieved the unit learning outcomes to a very high standard.

## Assessment Criteria by Grade

### Pass Criteria

<b>Required Pieces</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ All Pass Tasks are marked as Acknowledgment</li><li>▪ Test is marked as Acknowledgment</li><li>▪ Portfolio includes work demonstrating coverage of all learning outcomes</li></ul>
<b>Borderline (50P)</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ More than 80% of Pass Tasks are marked as Acknowledgment, and all Tasks are submitted and included in the portfolio and of an adequate standard</li><li>▪ Test is marked as Acknowledgment and correct fixes are included</li><li>▪ Portfolio includes work demonstrating coverage of all learning outcomes</li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>▪ Due in Week 12 — see unit outline for date.</li></ul>

### Credit Criteria

<b>Required Pieces</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ All Pass Tasks are marked as Acknowledgment</li><li>▪ All Credit Tasks are marked as Acknowledgment</li><li>▪ Test is marked as Acknowledgment and correct fixes are included</li><li>▪ Portfolio includes work demonstrating good coverage of all learning outcomes</li></ul>
<b>Borderline (60C)</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ All Pass Tasks are marked as Acknowledgment</li><li>▪ More than 80% of Credit Tasks are marked as Acknowledgement</li><li>▪ Test is marked as Acknowledgement and correct fixes are included</li><li>▪ Portfolio includes work demonstrating good coverage of all learning outcomes</li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>▪ Due in Week 12 — see unit outline for date.</li></ul>

## Distinction Criteria

<b>Required Pieces</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ All Pass and Credit Tasks are marked as Acknowledgment</li><li>▪ Test is marked as Acknowledgment with correct fixes are included</li><li>▪ Portfolio includes work demonstrating good coverage of all learning outcomes</li><li>▪ Custom Program — meets distinction standards</li><li>▪ Design Report — meets distinction standards</li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>▪ Portfolio due in Week 12 week of exam period — see unit outline</li><li>▪ Portfolio interview in Week 12.</li></ul>

## High Distinction Criteria (80 - 89)

<b>Required Pieces</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ All Pass and Credit Tasks are marked as Acknowledgment</li><li>▪ Tests is marked as Acknowledgment with correct fixes are included</li><li>▪ Portfolio includes work demonstrating good coverage of all learning outcomes</li><li>▪ Custom Program — meets high distinction standards</li><li>▪ Design Report — meets high distinction standards</li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>▪ Portfolio due in Week 12 — see unit outline for date.</li><li>▪ Portfolio interview in Week 12.</li></ul>

## High Distinction Criteria (90 - 100)

<b>Required Pieces</b>	<ul style="list-style-type: none"><li>▪ <b>Learning Summary Report</b></li><li>▪ All Pass and Credit Tasks are marked as Acknowledgment</li><li>▪ Tests is marked as Acknowledgment with correct fixes are included</li><li>▪ Portfolio includes work demonstrating good coverage of all learning outcomes</li><li>▪ Custom Program — meets high distinction standards</li><li>▪ Design Report — meets high distinction standards</li><li>▪ High Distinction Project meets high distinction standards</li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>▪ Portfolio due in Week 12 — see unit outline for date.</li><li>▪ Portfolio interview in Week 12.</li></ul>

## Assessment Process

The teaching staff will assess portfolios using the process shown in the following figure. The process includes the following steps:

1. **Failure to submit the Portfolio-Learning Summary Report in Week 12 will result in failing the unit even you have submitted the weekly P/C/D/HD tasks.**
2. Initially your portfolio will be compared with the grade criteria. Your work will then be assigned a grade from Fail through to High Distinction based on the criteria it meets. The self-assessment from your Learning Summary Report will be used to guide this process.
3. Your portfolio will be assumed to be “average”, and the teaching staff will look for evidence that you should be awarded a higher or lower result within the grade. The staff will use your Learning Summary Report and the pieces you include to determine which result you will be awarded.
4. All portfolios that receive a result of 97 will be re-examined by the unit panel to determine if any deserve to be awarded a result of 100.

