

Criteria	Weight	100%	HD	DI	CR	PA	FAIL
<u>Report Structure</u> <ul style="list-style-type: none"> The report contains all the sections specified in the project description The report complies with all the requirements for the document (font, margins, diagrams, referencing etc) The report layout makes the document easy to read (clear sections and headings). The images used are clear, relevant and referred to in the content. The language used is clear, suitable for a technical report and can be easily understood by the audience (the customer). Spelling and grammar are correct. 	20%	All the criteria are met to a high standard	All the criteria are met, though one or two criteria could be improved.	At least four of the criteria are met or all are met but improvements can be made in four areas.	At least three of the criteria are met.	An attempt was made to address the criteria however all aspects need to be improved	Does not meet any of the criteria.
<u>Report Content</u> <ul style="list-style-type: none"> Every section has the required amount of information necessary for the audience (the customer) to understand what was done by the group. The final project idea meets all the customer requirements. The final project idea is creative. 	40%	All the criteria are met to a high standard	All the criteria are met, though one criteria could be improved. Only one does not have the required information.	At least two of the criteria are met or all are met but improvements can be made in three areas. Most of the sections have the required information.	At least one of the criteria is met. At least half the sections have the required information.	An attempt was made to address the criteria however all aspects need to be improved	Does not meet any of the criteria.
<u>Project Management</u> <ul style="list-style-type: none"> A Trello board is available and accessible The project plan and process is clear from the report AND supporting documentation in Trello. Evidence of progress throughout the project duration including regular meeting, regular project idea progression Meetings are regularly held with suitable agendas and minutes to document this. Evidence of members distributing tasks and meeting roles throughout the project. The management of the tasks can be clearly deduced from the content and handling of issues on Trello 	20%	All the criteria are met to a high standard	All the criteria are met, though one or two criteria could be improved.	At least 3 of the criteria are met or all are met but improvements can be made in three areas.	At least two of the criteria are met. Progress was not consistent through the project duration.	An attempt was made to address the criteria however all aspects need to be improved	Does not meet any of the criteria.
<u>Code</u> <ul style="list-style-type: none"> The code is properly documented at three levels (file, function and block) Code has correct, clear indentation, intuitive variable and function names The code is well structured, divided into various functions, The code compiles correctly, it is uploaded correctly and can be tested 	20%	All the criteria are met to a high standard	All the content sections are addressed, but some lack detail. The other criteria are met.	All the content areas are addressed but most all lack detail. At least one of the other criteria is met.	All the content areas are addressed but they all require further detail.	An attempt was made to address the criteria however all aspects need to be improved.	Does not meet any of the criteria.