

Group Report (marking scheme)

You need to submit your group report by **16:00 Friday 4th Feb (Week 13)**

PLEASE SUBMIT A ZIP FILE CONTAINING THE REPORT (IN PDF) AND FILES THAT CONTAIN RELEVANT SOURCE CODE.

Late submissions will be penalised.

The report is expected to detail the work you have done in your group project.

Do not forget to plan your report as you progress through the project.

What to Submit:

Formatting

It is recommended to use the [ACM SIG Proceedings format](#) (Word or Latex). The report needs to be a maximum of 6 pages of A4 paper excluding references if the 10pt font size is used. Please do not use smaller font sizes. If you opt for the 12pt font size, the report should not be longer than 9 pages of A4 excluding references. You can use either double-column or single-column format. **Only PDF format will be accepted.**

Any reports longer than 6 pages/10pt or 9 pages/12pt will have 10% of the final mark for this coursework element deducted. Furthermore, any content beyond the page limit will NOT BE READ OR MARKED. Appendices ARE NOT ALLOWED AND WILL NOT BE READ.

Make sure that any special symbols or formulae are rendered correctly in the PDF.

The report must include a cover sheet (will not count toward the page limit) that includes:

- Student names
- Library card numbers
- Group name
- Project name
- Company involved
- Overview of work carried out **by each group member**

There is no need for an abstract or repeating the title on the first page after the cover sheet. Use your space wisely.

Sections to include

Note that the following is a suggested document skeleton. You are free to adapt to your own requirements.

1. Introduction

- Description of the project, its context, and the motivation for tackling it
- Research question(s) examined and the objectives of the project
- Overview of the project's methodology and findings

2. Methodology

- What research strategy you adopted?
- How did you collect your data and integrate it together (if needed)?
- Data pre-processing procedures applied (e.g. transformations, standardisation)
- How did you analyse the data: i.e. what data mining techniques were used? What statistical techniques were used?

3. Results

- Explain your results and what your analysis revealed
- What implications would your analysis' results have? How do your findings relate to the original question?
- Were there potential biases in your work?
- Defence of validity (construct, external, etc.)

4. Conclusions

- Reflection on the approach taken. (was it appropriate?)
- How would you have improved the approach in future? (alternative methodologies, models, etc.)

Source code

You are expected to supplement your report with source code that was used to process and analyse the project data. If multiple source files are submitted, please include a text file that explains the functionality of each source file. The purpose of this is to demonstrate your data cycle from raw input data to the outcomes discussed in the report. You could also use this for any interactive visualisations not possible to include in the report due to format.

Make sure your code is **well commented** and is **executable**. If you wish (and you are familiar with this technique), you can use a jupyter notebook.

Marking Scheme (35 marks)

- Description of project and background [2 marks]
- Research Question(s) and objectives: *clear and measurable* [3 marks]
- Research strategy and methods [5 marks]
- Data collection, pre-processing, and integration methods [5 marks]
- Presentation and interpretation of results [5 marks]
- Relation of results and findings to original research question(s) and objectives [4 marks]
- Examining validity issues and potential biases [3 marks]
- Reflections on the approach, and suggested improvements [3 marks]
- Inclusion of comments in source files that clearly explain the source code [2 marks]
- Demonstration of executable code [3 marks]

All group members will get the same mark for the report unless:

- The group agrees on a weighting of marks based on the efforts of the group members (this should be clearly noted on the cover page);
- Any of the other group members objects; or
- The module tutors have a good reason to deduct marks from one or more group members.

Unless there is a reason to differentiate the marks within a group, all group members will get the same feedback.

Examples

Two examples of *good* reports from 2017-2018 have been made available below. Note that the **cover page** and the page describing the **contributions of group members** have been **removed**.