Solent University - Coursework Assessment Brief

|  |  |
| --- | --- |
| Module Title: | Dissertation Project (Computing Subject Group) |
| Module Code: | COM616 |
| Module Leader: | Martin Reid |
| Level: | 6 |
| Assessment Title: | Project Progress |
| Assessment Number: | AE1 |
| Assessment Type: | Report |
| Restrictions on Time/Word Count: | 2000 (-/+10%) words |
| Consequence of not meeting time/word count limit: | This assignment should be presented appropriately in line with the restrictions stated above. |
| Individual/Group: | Individual |
| Assessment Weighting: | 20% |
| Issue Date: | September 2022 |
| Hand in Date: | **Friday 24th February 2023 16:00hrs** |
| Planned Feedback Date: | With 4 weeks of submission deadline |
| Mode of Submission: | On-line |
| Number of copies to be submitted: | 1 |
| Anonymous Marking | This assessment is exempt from anonymous marking. |

**Learning Outcomes**

1. Undertake a significant self-managed project in a planned and systematic fashion.
2. Identify, interpret, deconstruct, compare and integrate theory drawn from a range of appropriate sources.
3. Select, apply, evaluate, make judgements on the appropriateness of methods, tools and technologies.
4. Communicate clearly and concisely verbally, visually and in writing.
5. Apply current professional, ethical and legal guidelines.
6. Reflect critically and constructively on work in progress and final outputs, devising strategies for improvement  
    **Assessment Task**

In Phase 1 (semester) you will have submitted a Project Outline and completed an online Ethics Release Form, and both will have bee sign off by your supervisor. You will have done background reading, strengthened your research, academic writing, project management and technical skills. You will have documented all initial project work in a logbook and project library.   
  
You will now be receiving regular support meeting from your project supervisor. In semester 1 wks. 13-14 and semester 2 wks. 1-5, you will work on Phase 2 of your project to prove its feasibility through the production of a 2000-word **Progress Report.** You will have collected most of the information needed in Phase 1 and have this documented in your logbook and project library.

**This assessment will be assessed by your supervisor (first grader) and then sample moderated internally and externally.**

**Areas of focus:**

Definition of problem to be solved or research question to be addressed, introduction, background & context of the project, assessment and documentation of suitable sources of literature, production of a 1500-word draft literature survey, requirement/specification, methods, professional, legal and ethical issues project management/planning , Evaluation of techniques, tools, frameworks, platforms, software etc., Documentation of experimentation of technical/design processes and test results and project progress

Structure of the Progress Report **You can write in first person except on the draft literature review.** **The following suggested structure is offered for guidance and you should discuss this with your project tutor before writing your report:**

**Coversheet** with your name, course, date and project title.

1. **Introduction -** background & context of project/problem/research question
2. **How will you evaluate your project? –** This section should cover how you will drive and evaluate your project including a strategy for gathering literature sources/documentation, data, feedback plus testing and validation etc. and how you intend to evaluate, organise and analysis all collected information.
3. **What progress have you made on your project?:** What has been done so far to prove the viability of your project moving forward. Results and discussion of any initial surveys, audits etc, assessment and discussion of appropriate guidelines, legal and ethical issues, evaluation of techniques, tools, frameworks, platforms, software etc, documentation of experimentation of technical/design processes and test results.
4. **How will you manage your project? –** a discussion for the final stage including:

Assessment & discussion of risks/contingency planning. Selection and timing including appropriate project milestones (400 hours of total work)

1. **What next?** - Based on your project progress, this section will clearly outline the approach you will take in the implementation of your project.
2. **Reference List** - alphabetical list of all sources referenced to in SSU Harvard Style.   
     
   **Bibliography List** – alphabetical list of all other useful sources collected in SSU Harvard Style.   
     
   Use the [Digital Object Identifier (DOI)](ps://library.uic.edu/help/article/1966/what-is-a-doi-and-how-do-i-use-them-in-citations/) link for the papers and journals in the Reference and Bibliography lists so your supervisor/marker can easily locate and check them.
3. Appendices
4. **1000 to 1500-word draft literature survey with its own self-contained reference list of quality/peer-reviewed sources. This is to get feedback only, it is not graded or part of the word count.**
5. Plus, a separate appendix items containing any supporting evidence linked to your reporting.

**Support for undertaking ALL the tasks/assessments and completing report sections are on the SOL will be presented in the Project Support Lectures and be available in the project handbook and further expanded on SOL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A1-A2** | **A3-A4** | **B1-B3** | **C1-C3** | | **D1-D3** | **F1-F3** |
| **Presentation: report structure, referencing & citation. (LO: 2 & 4)** | | | | | | |
| **Excellent** presentation and organisation of work and fluent communication in all contexts. **Exemplary** referencing/citation. | **Excellent** presentation and organisation of work and fluent communication in most contexts. Referencing/citation **comprehensive** | Presentation and organisation of work appropriate to context and purpose, communication **clear**. Referencing/citation **consistent and accurate.** | Satisfactory organisation and presentation of work, communications mostly appropriate to the context/purpose. Referencing/citation **largely consistent/accurate.** | | Organisation and presentation of work and communications **adequate in most contexts, with some mistakes/irrelevancies.** **Some errors** in referencing/citation. | (F1) Elements of **disorganisation/poor** presentation/poor communication or expression or (F2-F3) Communications too brief or rambling, inappropriate to context or purpose, with many errors/omissions, inadequately expressed/presented. (F1) **Errors or (F2-F3) Substantial errors omissions in referencing/citation, or none.** |
| **Project progress (LO: 5 & 6)** | | | | | | |
| **Consistent high-level competence** in all the required specialised practical, technical, creative, scholarly or workrelated skills, with mastery in many areas and developed understanding of professional contexts and expectations | **Consistent competence** in all the required specialised practical, technical, creative, scholarly or work-related skills, with indications of mastery in some areas and clear understanding of professional contexts and expectations. | **Competence in all the** required specialised practical, technical, creative, scholarly or work-related skills, with indications of more developed ability in some areas and awareness of professional contexts and expectations | **Achieves a basic level of competence** in all the required specialised practical, technical, creative, scholarly or work-related skills, with more developed capability in at least one area, and some awareness of professional contexts and expectations. | | **Basic competence** in all the required specialised practical, technical, creative, scholarly or work-related skills, and partial awareness of professional contexts and expectations. | (F1) Marginally or (F2-F3**) fails to achieve basic competence** in (some of) the required specialised practical, technical, creative, scholarly or work-related skills, and (F1) little or (F2-F3) **lacks awareness of professional contexts and expectations.** |
| **Project Methodology/Methods, Project evaluation & Testing (LO: 1 & 3)** | | | | | | |
| Designs methods that **convincingly address/solve** complex, unfamiliar and unpredictable issues/problems. | **Applies and refines appropriate methods** to address/solve complex, unfamiliar and unpredictable issues/problems. | **Selects and applies appropriate methods** to address/solve complex, unfamiliar/unpredictable issues/problems. | **Uses appropriate** (often given) methods to analyse complex/ unfamiliar and/or unpredictable issues/problems, with some evaluation and synthesis of information. | **Uses appropriate methods to analyse** complex issues/problems, with little evidence of evaluation or synthesis. | | (F1) **Superficial analysis** of complex issues/problems, lacking in evaluation or synthesis. or (F2-F3) **Relies on description rather than analysis** with no evidence of evaluation or synthesis; |

**Living CV**

As part of the University's Work Ready, Future Ready strategy, you will be expected to build a professional, Living CV as you successfully engage and pass each module of your degree.

The Living CV outputs evidenced on completion of this assessment are:

1. Evidence of a complete project that brings all your skills together

Please add these to your CV via the Living CV builder platform on Solent Futures Online [Solent Futures Online](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsolentfutures.careercentre.me%2Fprogrammes%2F%3FprogrammeID%3DThzJ%252bRbk%252bQXoSlEaujPR0g%253d%253d&data=04%7C01%7Cian.harris%40solent.ac.uk%7Cf1bda34c4d564e82f6cb08da067fdf48%7Cd684e4cd491a4577bf33546478d72e3c%7C0%7C0%7C637829443517919744%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=ObCFbM3zY7CgU6SVNtitaq1udg0%2Bzlp1GuCAJ1y1utw%3D&reserved=0)

# Important Information

# Late Submissions

You are reminded that:

1. If this assessment is submitted late i.e. within 7 calendar days of the submission deadline, the mark will be capped at 40% if a pass mark is achieved;
2. If this assessment is submitted later than 7 calendar days after the submission deadline, the work will be regarded as a non-submission and will be awarded a zero;
3. If this assessment is being submitted as a referred piece of work, then it must be submitted by the deadline date; any Refer assessment submitted late will be regarded as a non-submission and will be awarded a zero.

[Assessment regulations](https://www.solent.ac.uk/about/documents/assessment-regulations.pdf)

# Extenuating Circumstances

The University’s Extenuating Circumstances (EC) procedure is in place if there are genuine short term exceptional circumstances that may prevent you submitting an assessment. If you are not 'fit to study’, you can either request an extension to the submission deadline of 7 calendar days or you can request to submit the assessment at the next opportunity, i.e. the resit period (as a Defer without capping of the grade). In both instances you must submit an EC application with relevant evidence. If accepted under the university regulations there will be no academic penalty for late submission or non-submission dependent on what is requested. You are reminded that EC covers only short term issues (20 working days) and that if you experience longer term matters that impact on your learning then you must contact the Student Hub for advice.

Please find a link to the EC policy below:

[Extenuating Circumstances](https://students.solent.ac.uk/official-documents/quality-management/academic-handbook/2p-extenuating-circumstances.pdf)

# Academic Misconduct

Any submission must be your own work and, where facts or ideas have been used from other sources, these sources must be appropriately referenced. The University’s Academic Handbook includes the definitions of all practices that will be deemed to constitute academic misconduct. You should check this link before submitting your work.

Procedures relating to student academic misconduct are given below:

[Academic Misconduct](https://students.solent.ac.uk/official-documents/quality-management/academic-handbook/4l-student-academic-misconduct-procedure.pdf)

**Ethics Policy**

The work being carried out must be in compliance with the university Ethics Policy. Where there is an ethical issue, as specified within the Ethics Policy, then you will need an ethics release or ethics approval prior to the start of the project.

The Ethics Policy is contained within Section 2S of the Academic Handbook:

[Ethics Policy](https://staff.solent.ac.uk/official-documents/quality-management/academic-handbook/2s-solent-university-ethics-policy.pdf)

**Grade marking**

The University uses an alpha numeric grade scale for the marking of assessments. Unless you have been specifically informed otherwise your marked assignment will be awarded a letter/number grade. More detailed information on grade marking and the grade scale can be found on the portal and in the Student Handbook.

[Grade Marking Scale](https://staff.solent.ac.uk/official-documents/quality-management/academic-handbook/2o-assessment-regulations-annex-1-grade-marking-scale.pdf)

**Guidance for online submission through Solent Online Learning (SOL)**

[Online Submission](http://learn.solent.ac.uk/onlinesubmission)