

DT008-3 Project Assessment

General Assessment Rules

An assessment panel consisting of the project supervisor and a co-marker shall assess each final year project.

The assessment shall be based on the following six project components:

Component	Weighting	Responsible Assessor
Project Management	15%	Project Supervisor
Project Demonstration	10%	Assessment Panel
Interview	15%	Assessment Panel
Initial Report	5%	Project Supervisor
Progress Report	10%	
Project Report	20%	Assessment Panel
Project Attainment	25%	Assessment Panel with the Project Supervisor taking the lead.

The student's performance should be evaluated and recorded under each assessment component on the basis of a grade award. Specific performance attributes to be typically associated with a given grade in each component are given in the assessment guidelines. The grade mark is to be applied to all assessment components irrespective of their relative weighting. An overall project mark is obtained from a weighted sum of the five component marks. A table of grade categories and corresponding marking range is given in Table 1 in the assessment guidelines.

Assessment Stages

Assessment of Preparation

The **Initial Report** and **Progress Reports** will be graded as follows:

- Grade 0:** (< 40%)
Not all required sections covered. Little or no student input. Very poor organisation and presentation of material. No logical train of thought.
- Grade 1:** (40% - 49%)
All required sections covered. Some student input. Poor organisation and presentation of material. Poor writing style with many parts difficult to follow.
- Grade 2:** (50% - 59%)
All required sections covered. Some student input in all sections. Satisfactorily written and presented. Adequate technical content.
- Grade 3:** (60% - 69%)
All required sections covered. Good student input in all sections. Well organised and clearly written. Sound technical content (design options).
- Grade 4:** (70% - 79%)
All required sections covered. Good student input in all sections. Very well organised and clearly written. Good technical content. Project objectives analysed and design options very well presented.
- Grade 5:** (80% - 100%)
All required sections covered. Innovative/original student input in 1 or more sections. Very well organised and clearly written. Good technical content. Project objectives analysed, design options presented in details, test strategy clearly stated.

Note: 10% will be taken off the Initial report mark if the student does not present a Log book.

Assessment of Execution

The **Project Management** will be graded as follows:

- Grade 0:** (< 40%)
unsatisfactory weekly meetings. Intermediate output missing or of no value. Very poorly organised. Required continual pressure from the supervisor at all stages. Showed virtually no interest in the work.
- Grade 1:** (40% - 49%)
Few satisfactory weekly meetings. Intermediate output of little value. Poorly organised. Relied heavily on the supervisor; did not always follow directions. Brought little thought to the project.
- Grade 2:** (50% - 59%)
Some satisfactory weekly meetings. Intermediate output with little student input. Adequately organised. Progressed the project as directed by supervisor. Needed significant assistance.
- Grade 3:** (60% - 69%)
satisfactory weekly meetings. Intermediate output with some student input. Well organised. Progressed the work well and brought useful ideas. Needed little assistance.
- Grade 4:** (70% - 79%)
satisfactory weekly meetings. Intermediate output with strong student input. Very well organised. Showed substantial initiative.
- Grade 5:** (80% - 100%)
satisfactory weekly meetings. Intermediate output with strong student input. Very well organised. Made a major input to the project content and direction.

Note: 10% will be taken off the overall project management mark if the project interview needs to be rescheduled due to late submission of the reports. In any case, the rescheduled date will have to be in week 13, and be requested by the project supervisor.

Prior to the demonstration and interview each member of the assessment panel should read the report and any supporting documentation, and award a provisional grade.

The **Project Report** will be graded as follows:

- Grade 0:** (< 40%)
Very poor organisation and presentation of material. No logical train of thought.
- Grade 1:** (40% - 49%)
Poor organisation and presentation of material. Poor writing style with many parts difficult to follow.
- Grade 2:** (50% - 59%)
Satisfactorily written and presented. Adequate technical content.
- Grade 3:** (60% - 69%)
Well organised and clearly written. Sound technical content. Results analysed well.
- Grade 4:** (70% - 79%)
Very well organised and clearly written. Good technical content. Results analysed critically and arguments very well presented and supported.
- Grade 5:** (80% - 100%)
Very well organised and clearly written. Good technical content. Results analysed critically and arguments very well presented and supported. State of the art reviewed, alternative solutions assessed, original ideas for further development.

Note: 10% will be taken off the project report mark if a Log book is not submitted at the same time. The student may be asked questions about the activities mentioned in the log book.

Assessment of Demonstration and Interview

After reading the report, each panel member should prepare a list of questions to ask the candidate at the demonstration and interview. The questions should test the candidate's depth of understanding, assess the relevance and value of the work and identify achievements. The panel members should not discuss the work with each other prior to the demonstration and interview. In circumstances where there is a need for advice on specialist theory or clarification the project supervisor may be consulted.

The demonstration and interview shall have the following format:

In the case of a group project an oral presentation lasting no more than 20 minutes with each candidate being expected to make an equal contribution to the presentation. Immediately after the oral presentation the candidates shall be interviewed separately for a period of not more than 15 minutes, with each panel member having an opportunity to ask their questions.

In the case of a single student project an oral presentation lasting no more than 15 minutes. Immediately after the oral presentation the candidate shall be interviewed for a period of not more than 15 minutes, with each panel member having an opportunity to ask his or her questions.

During the interview, the supervisor should refrain from providing additional information or explanation, which the candidate has failed to provide in his/her answers.

At the end of the interview the supervisor shall ask the candidate if he/she wishes to clarify or raise any outstanding issues. The supervisor shall then ask the candidate to leave.

Normally no person other than the supervisor, the co-marker, and the candidate(s) shall be present at the demonstration and interview. In circumstances where additional persons are present these shall be agreed in advance with the candidate(s). Where additional persons are present they shall not be allowed to participate in the marking of the project.

Each member of the panel will grade the Project **Demonstration** using the following guidelines:

- Grade 0:** (< 40%)
Presentation shows very little understanding of what had been attempted. Demonstration not successful.
- Grade 1:** (40% - 49%)
Superficial scope of presentation. Reading from slides. Satisfactory demonstration.
- Grade 2:** (50% - 59%)
Adequate scope of presentation, confident walk through slides. Satisfactory demonstration.
- Grade 3:** (60% - 69%)
Good presentation of the theory/techniques employed. Ability to comment freely from the slides.
- Grade 4:** (70%-79%)
Very good presentation of the theory/techniques employed. Confident oral performance, beyond the content of slides.
- Grade 5:** (80%-100%)
Impressive presentation of the theory/techniques employed. Confident oral performance showing a grasp of topics beyond the strict scope of the project.

Each member of the panel will grade the **Interview** using the following guidelines:

- Grade 0:** (< 40%)
Demonstrated very little understanding of what had been attempted. Unable to discuss the points raised in the oral.
- Grade 1:** (40% - 49%)
Significant shortfalls in understanding. Gave superficial or limited answers in the oral.
- Grade 2:** (50% - 59%)
Adequate general understanding, though lacking in depth. Conducted adequate discussions on what had been done.
- Grade 3:** (60% - 69%)
Sound grasp of the theory/techniques/software employed. Dealt competently with most of the questions in the oral.
- Grade 4:** (70%-79%)
Very good understanding of the theory/techniques/software employed. Impressive oral performance.
- Grade 5:** (80%-100%)
Very good understanding of the theory/techniques/software employed. Impressive oral performance. Showed a grasp of theory and techniques beyond the scope of the project.

Final Overall Mark

Immediately after the demonstration and interview the assessment panel shall allocate appropriate time for discussion and assignment of the provisional project grades/marks and complete the project-marking sheet as follows:

The assessment panel shall first agree a common provisional grade for the demonstration, interview and project documentation.

Note: In case a consensus is not achieved, these grades may be calculated as the mean of the 3 grades submitted by each member of the panel.

With the project supervisor taking the lead, the assessment panel shall then agree a provisional grade for project attainment.

The **Project Attainment** will be graded as follows:

Grade 0: (< 40%)

Achieved almost nothing of value. Demonstrated very little understanding of what had been attempted.

Grade 1: (40% - 49%)

Achieved a few of the initial objectives. Results not convincing. Achieved the basic goals of a basic project.

Grade 2: (50% - 59%)

Achieved some of the initial objectives. Results can be trusted. Carried out a reasonable amount of technical work on a nontrivial project.

Grade 3: (60% - 69%)

Achieved the major objectives. Sound results. Good quality technical work on a project of perhaps higher than average technical difficulty.

Grade 4: (70% - 79%)

Very superior achievement. Met the original stated goals of a project, which is of a high level of difficulty.

Grade 5: (80% - 100%)

Very superior achievement. Exceeded the original stated goals of a project, which is of a high level of difficulty.

The panel shall then weight the marks allocated to the project elements and arrive at a provisional overall percentage mark.

In the event of any of the following, the supervisor shall write a short report on the reasons for the outcome in the box provided on the marking sheet:

- The overall mark is below 40%
- The overall mark is over 70%
- Special or unusual circumstances prevail

All panel members shall then date and sign the marking sheet. The marking sheet should then be returned immediately to the project co-ordinator by the project supervisor.

Please note that the marks are provisional at this stage and are to be treated in a totally confidential manner.

Immediately after all projects have been assessed, the project co-ordinator shall submit the provisional set of results to the programme chairperson for ratification.

Note: Where an external supervisor is involved in the project supervision the external supervisor will advise the internal supervisor as to the students' progress and professional conduct. The internal supervisor however, will be responsible for awarding the elements of the project mark allocated to the supervisor.

Table 1: Project Assessment Grades

Grade	Range (%)
Grade 5	80 – 100
Grade 4+	77 – 79
Grade 4	73 – 76
Grade 4-	70 – 72
Grade 3+	67 – 69
Grade 3	63 – 66
Grade 3-	60 – 62
Grade 2+	57 – 59
Grade 2	53 – 56
Grade 2-	50 – 52
Grade 1+	47 – 49
Grade 1	43 – 46
Grade 1-	40 – 42
Grade 0+	30 – 39
Grade 0	20 – 29
Grade 0-	10 – 19
NG	0 – 9

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DT008-3 Project Marking Sheet

Student		
Project Partner (if any)		
Project Title		
Supervisor		
Co-Examiner		
Date & Time of Interview	Date:	Time:

Category	Category Grade	Category Mark (%)	Weighting	Weighted Marks (%)
Project Management/ Log Book			0.15	
Project Demonstration			0.10	
Interview			0.15	
Initial Report			0.05	
Progress report			0.10	
Project Report			0.20	
Project Attainment			0.25	
Total Marks (%)	-	-	-	
Equivalent Grade	-	-	-	

Supervisor: _____

Co-Examiner #1: _____

In the event of any of the following circumstances, the project supervisor is required to provide a short report in the space below outlining the primary reason(s) for the recommendation of an exceptional grade/mark or course of action:

- The provisional overall grade/mark is below 40%
- The provisional overall grade/mark is over 70%
- Special or unusual circumstances prevail