🔷 MoSCoW Table v 4.0

Version 4.0:

This document was updated from MoSCoW table 3.1 on Oct 23, 2025

The empty column was removed and the 'I want to' and 'So that' columns have been put next to each other to adhere to feedback from progress report 2. All other material remains unchanged.

MUST SHOULD COULD

ID	As a <role>	I want to	So that	Priority	Acceptance Criteria

1	Subject Coordinator	Add rows above and below an existing row, to delete rows, and to duplicate rows	I can edit and customise my SDT easily	Must	• Add rows in SDTs
					  ◦ Given the user has opened a SDT
					  ◦ When they click the three dots in the right top of corner of a scale cell and select add row above or below
					  ◦ Then a new empty row will populate above or below the selected scale cell
					• Delete rows in SDTs
					  ◦ Given the user has opened a SDT
					  ◦ When they click the three dots in the right top corner of a scale cell and select delete row
					  ◦ Then the row of the scale cell they have selected will delete and be removed from the template editing page

					• Duplicate rows in SDTs
					   ◦ Given the user has opened an SDT
					   ◦ When they click the three dots in the right top corner of a scale cell and select duplicate row
					   ◦ Then the row of the scale they have selected with duplicate in the row below

2	Subject Coordinator	Create a new SDT from scratch with a blank template containing only the SDT headings	I can fully customise a new SDT	Must	• Create a new SDT from scratch
					   ◦ Given the user is on the template selection page
					   ◦ When the choose the option to 'create from scratch'
					   ◦ Then a blank SDT is displayed for the user to build from scratch

3	Subject Coordinator	Save SDTs I have completed or am working on to my template selection homepage	I can refer back to them or continue editing them at a later date	Must	• Save SDTs
					   ◦ Given the user has opened a SDT
					   ◦ When they click the three dots next to the SDT title a pop up will appear with the option to save
					   ◦ Then they can click this save button and the SDT with their current changes will be saved to their template selection page only after they have inputted their subject code in the subject tag section

4	Subject Coordinator	Drag and drop scale cells from the SRep sidebar into the relevant row in my SDT	SDT manipulation and scale cell input is intuitive and easy to execute	Must	- Drag scale cells into the SDT to make changes - Given the user has opened a SDT and wants to add or replace a scale cell - When they open the SRep sidebar and drag and drop a scale cell into the scale cell they are wanting to fill or replace - Then the new scale cell will populate in the row along with its associated data in other relevant columns, replacing the previous one (if any)
5	Subject Coordinator	Generate an AI use scale automatically based on my edited SDT	There is consistency between the AI use scales and the SDFs given to students	Must	- Click a button to generate a scale from a populated SDT in PDF form - Given the user has opened a SDT - When they click the blue export button next to the tags, a pop up will appear with the option to Download Scale - Then they can click this button and a scale generated from the scale cells used in their SDT will being downloading onto their device in PDF form
6	Subject Coordinator	Have all relevant headings pre-populated when	SDTs remain consistent and standardised	Must	Each non-heading cell is editable

| | | I open any new or existing SDT and have all non-heading cells be editable | across all subjects and all coordinators and so that I can customise my SDT without compromising this consistency | | Given I have opened or created a new SDT When the template editing page loads and I being editing my SDT Then each non-heading cell will be editable • Each row has the appropriate columns Given a new row has been created When the SDT is displayed Then the row should include the following columns: General Learning or Assessment Tasks AI Use Scale Level Instructions to Students Examples AI Generated Content in Submission AI Tools if Used (version and link if available) Purpose and Usage Key Prompts Used (if any) • SDT title is editable Given I have opened a SDT When I click on the three dots next to the title and select Edit title Then a pop up will appear with a text box allowing me to enter a new title and to save this title |

7	Subject Coordinator	Be notified if scale cells I have used in my SDTs have been globally updates, and be given a choice whether or not to update my version	My SDTs remain consistent and up to date	Must	Acceptance Criteria: • Notifications appear when scale cells have been globally modified • Can accept/reject updates on scale cell level

8	Subject Coordinator	Download and share SDFs with students in an editable format	Students can fill in their declaration while completing my assessment	Must	• Export SDTs to Excel/PDF with editable fields
					  ○ Given I have a SDT open
					  ○ When I click the blue export button next to the tags, a pop up will appear with the option to Download Student Declaration (Form)
					  ○ Then a download of the selected SDF in Excel form will begin on my local device
					• Includes all rows and columns
					  ○ Given I have downloaded an SDF
					  ○ When I open the downloaded file
					  ○ Then all my rows and columns that I have inserted and edited will appear as they did on the template editing page
					• Validation prevents the exporting of empty/undefined rows
					  ○ Given the subject coordinator attempts to

					export the SDT
					◦ When one or more rows are empty or incomplete
					◦ Then the system should prevent it from saving
					▪ and a browser pop up alert message should inform the user to complete or remove the invalid rows
9	Subject Coordinat or	Attach links to university AI regulations/guide s and resources within the SDT declaration heading	Students can easily access support materials	Must	• Can add/edit/remove links in rows ◦ Given I am editing a row of an open SDT on the template editing page ◦ When I click attach university resource on the scale cell ◦ Then a pop up will appear allowing me to insert a resource link • Links are hyperlinks that can successfully redirect to school webpage ◦ Given I have inserted a link into my SDT ◦ When I or I student I have shared the SDF in Excel form clicks on the link ◦ Then it will open in a web browser at the correct webpage
10	Subject Coordinat or	Have redundant fields grayed out when NO AI	The interface remains clear	Must	• Grayed out areas cannot be edited

| | | scale cell is added to my SDT | and easy to use and edit | | Given the subject coordinator is viewing an SDT and a field has been grayed out by the system When the subject coordinator attempts to edit the grayed out area Then the system should prevent any modification and the field should remain un-editable NO AI level disables irrelevant input field and grays out the cell Given the subject coordinator has defined a sub-task to be of <No AI use> to the SDT When the system processes the SDT Then all irrelevant input fields should be disabled and the corresponding scale cells should appear grayed out |
| 11 | Subject Coordinat or | Tag my SDTs with the subject, the year, and the semester | It is clear exactly what subject they belong to | <mark>Must</mark> | SDT tagging can be completed in the template editing page Given the user has a SDT open in the editing page When they input the subject, year, and semester in the tagging sections next to the SDT title |

					- Then the tag will be saved and associated with that SDT object in the database
					- Incorrect format of tagging is flagged
					  - Given the user has a SDT open in the editing page
					  - When the user inputs an incorrect format for the tag
					  - Then there will be a pop up informing the user that the tag is incorrect and will not be saved, reminding them of the accepted format

12	Subject Coordinator	Use my login details to enter the web app and be provided with a pop up informing me to contact admin if my password is incorrect	I can maintain access to the online tool	Must	- Correct user details
					  - Given my password and username is correct
					  - When I enter these into the login system and click log in
					  - Then I will be directed to my homepage
					- Incorrect user details
					  - Given my password or username is incorrect
					  - When I enter these into the login system and click log in
					  - Then a pop up will appear informing me that either my user name or password is wrong and notifying me to contact admin to resolve the issue

13	Subject Coordinator	Search for a custom template I have created	I can easily find the specific	Must	- Custom SDTs will be searched for using their tag

		from all of my custom templates in the template selection homepage by tag	template I am looking for		◦ Given I have the template selection page open ◦ When I input the year, semester, or subject into the search bar ◦ Then all irrelevant custom SDTs will be filtered out of view leaving only those relevant to the search
~~S.1~~	~~Subject Coordinator~~	~~See statistics on how many scales use an element I'm about to change~~		~~Should~~	
S.2	Subject Coordinator	See timestamps and version history for scales		Should	
C.1	Subject Coordinator	Save custom use scale cells to the repository		Could	
C.2	Subject Coordinator	Allocate editing rights to tutors		Could	
C.3	Subject Coordinator	Edit scales in real time with tutors		Could	
14	Admin	Set up accounts for subject coordinators with the ability to create, edit, and remove their subjects and access	Subject coordinators can build SDTs for different subjects	Must	• Subject coordinators can successfully access their subjects and create SDTs within these spaces • Can only access the subjects with which they are affiliated

| 15 | Admin | Define drop down subsections | Subject coordinators can easily find relevant SRep entries in the sidebar and build SDTs specific to their assessment type needs | Must | Define a list of predefined assessment subsections Entries in repository can fall under subsections corresponding to their assessment type Search scale cells by keyword Given the user has opened a SDT and is navigating the SRep When the user types in a key word relating to an assessment type into the search bar at the top of the SRep sidebar Then the relevant scale cells tagged with that key word will appear in the SRep Filter SRep to only see relevant scale cells Given the user has opened a SDT and is navigating the SRep When the user expands or collapses a sub-heading of scale cell types Then the user can view only scale cells under the sub-headings they have expanded |
| 16 | Admin | Create standard SDTs that are available to subject coordinators by default | Subject coordinators have standardised starting points | Must | Default SDTs appear in coordinators homepage Given the subject coordinator logs into the system |

according to subject/assessment type

- When they open their homepage (template page)
- Then default SDTs created by the admin should be visible
- Default SDTs are titled by assessment/subject type
  - Given default SDTs are created by the admin
  - When a subject coordinator views the list of SDTs
  - Then each default SDT should display a title that identifies its assessment type and subject
- Coordinators can copy and adapt/edit templates
  - Given a subject coordinator is viewing a default SDT
  - When they select the option to copy or edit the SDT
  - Then a new editable version of the SDT should be created for them
    - and they should be able to modify rows, scale cells, and text
- Coordinators can save their own local templates without admin approval
  - Given a subject coordinator has customised a copied SDT
  - When they save their changes

					○ Then the customised SDT should be stored as their personal template ■ and would not require admin approval before becoming available for reuse
17	Admin	Manage and update the SRep database	The SRep remains accurate, consistent, and up to date and new scale cells that are added are made available to users	<mark>Must</mark>	• Admin can modify SRep entries • Can select specific scale cells to be available to subject coordinators? • Can create new entries of scale cells in the database according to additional research done by client • Can view scale cells made by subject coordinators in their local repository
18	Admin	Host the system as a web page program	It is accessible from any web browser	<mark>Must</mark>	• Accessible through web browser • All actions must be done exclusively online
19	Admin	Hash the password of users in the log in process	Passwords are protected and are not stored in plain text	<mark>Must</mark>	• Passwords are stored as hash with unique salt in the database
S. 3	Admin	Manage user accounts, access, and permission		<mark>Should</mark>	
C. 4	Admin	Approve sharing of templates with other universities		<mark>Could</mark>	

C.5	Admin	Assign editing rights and permissions (visibility included) as instructed by subject coordinators		Could	
C.6	Admin	Monitor usage and engagement statistics		Could	
C.7	Admin	Make the platform cloud-hosted and scalable		Could	