

ASSIGNMENT INTERNAL VERIFICATION FORM (2017-2018)

ASSIGNMENT TITLE:	Interim Report & Presentation	LEVEL:	6
MODULE :	PSDE6019 Major Project	ASSIGNMENT NO (x of y):	1 of 2
PROGRAMME:	BSc (Hons) Electrical and Electronic Engineering	ASSIGNMENT AUTHOR :	W. McIntyre

VERSION:	DATE SUBMITTED FOR VERIFICATION :	INTERNAL VERIFIER COMMENTS (Approval or detail of amendments required):	DATE
1.	26/09/17	Conforms to the assessment pattern and tests the module outcomes appropriately.	29-09-17
2.			

INTERNAL VERIFIER PLEASE TICK TO INDICATE THAT THE COURSEWORK:	
✓	Conforms to the assessment pattern described in the module syllabus
✓	Tests the module learning outcome(s) appropriately

SIGNATURES OF FINAL APPROVAL:	SIGNATURE	DATE
INTERNAL VERIFIER: I confirm that this version of the assignment specification is ready to be sent to the external examiner	<i>R. Davies</i>	29-09-17
ASSIGNMENT AUTHOR: I confirm that internal verifier and external examiner approval have been received and that this version of the assignment specification will be distributed to students		

LEVEL/ LEFEL 6
SEMESTER 1

MODULE CODE/ COD Y MODIWL:
PSDE6019
Major Project

ASSESSMENT TYPE/ MATH O ASESU: ASSIGNMENT

ASSESSMENT/COMPONENT/ ASESAD/CYDRAN: 1 OF 2

COMPONENT WEIGHTING/ PWYSAU'R CYDRAN: 10%

WORD COUNT (or WORD COUNT EQUIVALENT)/ NIFER Y GEIRIAU:
Up to 3500 WORDS/O EIRIAU

MODULE TUTOR / TIWTOR Y MODIWL: W. McIntyre

SUBMISSION DETAILS/ MANYLION CYFLWYNO:

- Make sure that Your Name, Your Student P Number, Your Module Title, Assignment Title and Your Module Lecturer's Name are clearly shown on the front page of your assignment
- All assignments must be submitted electronically to Turnitin unless indicated by the module lecturer here:
- If lecturer additionally requires you to upload coding separately to Moodle it will be indicated here:...**NO**
- If a paper submission is required, then it will be indicated here:...**NO**
You will then be required to submit the assignment parts in a suitable report folder–not in poly-pockets - to the module tutor.
For paper submissions only this form (ALL PAGES) MUST be printed out, signed, attached to the front of your assignment and submitted to the module tutor separately from your electronic assignment submission. Paper submission assignments will not be accepted without this form as it is a requirement that you sign the disclosure regarding the referencing convention.
- DO NOT put this form into Turnitin or it will match many similarities with other students' submissions



ASSIGNMENT SPECIFICATION

Student name:		Student P number:	
Programme:	BSc Hons Electrical and Electronic Engineering		
Lecturer:	W McIntyre	Internal Verifier:	Robert Davies
Assignment Title:	Major Project Interim Report & Presentation		
Hand Out Date:	Week 8	Submission deadline:	Week 15

Referencing:	In the main body of your submission, you must give credit to authors on whose research your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, <u>title of book</u> , edition, publisher: place of publication).		
Disclosure:	I declare that this assignment is all my own work and that I have acknowledged all materials used from the published or unpublished works of other people. All references have been duly cited.		
Student's Signature:	<i>Hardcopy assignments will not be accepted without a signature here</i>	Date:	
<u>Late submission will result in a late penalty mark, as follows:</u> Up to one week late, maximum mark of 40% for first attempts. No late submission for resit work. (Academic Quality Handbook 2016/17 7.5 (5)) Only the Extenuating Circumstances Committee may grant an extension.			

Learning Outcomes tested (from module syllabus)
1. Have a detailed understanding of project management and be able to produce formal project plans for a complex project, defining progress-monitoring mechanisms with identified milestone activities and quality issues and their application to continuous improvement. (Partial completion)
2. Research, plan, organise and execute a substantial investigation within time and budgetary constraints and be able to work independently, with limited supervision, working within health and safety guidelines, assessment of risk, developing and implementing a solution to a complex technical problem to meet customer or user needs ensuring fitness for purpose including operation, maintenance and reliability and with consideration of environmental protection and sustainability showing high levels of professional conduct. (Partial Completion)
3. Write and defend a comprehensive technical report on the outcomes. (Partial Completion)

TASK DESCRIPTION

Aims and Objectives

The Interim Report and Presentation enables your progress to be checked and evaluated to ensure that you are on course to complete their project. Feedback will be provided and adjustments can be made to the project at this stage.

Task 1: Interim Report

You should submit a preliminary report on the Major Project to your first supervisor by the date given to you in the schedule of events shown in the Project Policy Document (Week 15). The Interim Report should contain up to 3500 words and include the following information:

Title Page:

- Module information
- Assessment title
- The title of the project.
- The names of all supervisors.
- Date of submission

Introduction:

- The aims and objectives of the project.

Background Research and Literature Review:

- A summary of background information relating to the project problem and the existing system if it is appropriate.
- A summary of the literature review into how the problem could be solved. Three proposed solutions are expected to be presented together with reasons for selecting the solution of choice.
- This section should include references to technical papers wherever possible using the Harvard method. The references should not be limited to websites, common textbooks and datasheets unless unavoidable.

Specification:

- A specification for the project including any hardware, software or any other artefact you intend to produce.
- Provide as much technical detail as possible (at this stage) as to the expected performance of the project solution but this may be revised at a later stage.
- Consideration of maintenance, reliability, environmental protection and sustainability of the end solution.

Planning and Procedures:

- A detailed description of the way you intend to carry out the project including health and safety planning, assessment of risk and professional conduct.
- A full work breakdown structure.
- A project plan including a task/time breakdown including budgetary constraints. (Gantt chart)
- Any contingency plans should things go very well, or more importantly, very wrong.

Project Progress and Testing:

- The work carried out to date including designs and prototyping.
- Evidence of testing and results to date.

Conclusions and Recommendations:

- Provide a brief conclusion of all that has been achieved and your recommendations as to what is left to do to complete the project. Are you on target?

Place the project proposal in the appendix.

Discuss the requirements of the report with your supervisor if you have any doubts as to what is needed.

Task 2: Interim Presentation

Part of your project assessment is to give an oral presentation of your project to a panel of lecturers at the interim stage and at the end of the project (Viva Voce). The interim presentation should last approximately ten minutes with an additional five minutes allowed for questions. For some people, ten minutes is a long period to talk, whilst for others it is extremely short. Either way it is important that you prepare thoroughly for this presentation, otherwise you could find yourself in a very embarrassing situation!

Pitching the level of the presentation is very important. An audience "blinded by science" is most unlikely to absorb even a fraction of the material. On the other hand, when faced with material of too low a level, patronised people become fractious and unwilling to listen, as it is beneath their dignity to do so. For this presentation, the panel will obviously be technically aware, but not necessarily expert in the subject area of your project. Assume that they have no knowledge of the work you have done, but are familiar with general scientific and engineering principles.

The main points of the Interim Presentation may be summarised as follows:

- Introduce the problem
- Describe the concepts of the project and the method of approach
- Use a generalised flow chart or block diagram to show how the concepts are embodied in the design
- Use a flow diagram to show the actual physical implementation and organisation of the component parts (but avoid the nitty gritty detail in this presentation)
- State your results and achievements so far....
- Summarise the main points.

Public speaking is an acquired art and most people are nervous about giving presentations. The secret is to be well prepared and to have practised what you want to say in front of a mirror. Once it is all over, you will realise that it was not as bad as you thought!

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

Requirements

The Interim Report should contain up to 3500 words and should be structured using the following sections:

- Title Page
- Table of Contents
- List of figures
- 1. Introduction
- 2. Background Research and Literature Review
- 3. Specification
- 4. Planning and Procedures
- 5. Project Progress and Testing
- 6. Conclusions and Recommendations
- 7. Citation List
- 8. Appendix

You will be assessed against the five common assessment criteria as follows:

1 Research Informed Literature (20%)

This will be assessed via the quality of your literature review on all aspects of the specific project being carried out. The Harvard referencing system must be used for citing books, periodicals, chapters in compilations and web-sites used in producing this report.

2 Knowledge and Understanding of subject (30%)

This will be assessed by your design work and the appropriate use of software / hardware to complete a working specification for the project to date

3 Analysis (20%)

This will be assessed by the quality and analysis of any results obtained to date which meets the working specification and your comments and conclusions to date.

4 Practical Application and Deployment (10%)

This will be assessed by the quality of any prototyping work that you produce and practical testing to date.

5 Skills for Professional Practice (20%)

This will be assessed by the written and presentational quality of your report and the conclusions you have made, and the quality of the Interim Presentation.

MARKING CRITERIA AND STUDENT FEEDBACK

This section details the assessment criteria. The *extent* to which you demonstrate these determines your mark. The marks available for each criterion are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Interim Report

Interim Report: - Common Assessment Criteria Applied 10% of Total Module Content		Marks available	WM	RD	ACT
1. Research-informed Literature Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions.		20			
Introduction	Introduction:	5			
Background Research and Literature Review	Background Research: Literature Review:	15			
2. Knowledge and Understanding of Subject Extent of knowledge and understanding of concepts and underlying principles associated with the discipline.		30			
Methodology	WBS:	10			
Design Requirements	Specification:	10			
Action Plan	Gantt Chart:	10			
3. Analysis Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence		20			
Results & Discussions	Analysis of test results:	10			
Conclusions	Conclusions:	10			
4. Practical Application and Deployment Deployment of methods, materials, tools and techniques; application of concepts; formulation of innovative and creative solutions to solve problems.		10			
Prototyping, programming & testing to date	Progress to date: Presentation of test results:	10			
5. Skills for Professional Practice Attributes in professional practice: individual and collaborative working; deployment of appropriate media; presentation and organisation.		20			
Reflections and realisation of what is left to do.	Recommendations:	10			
Quality of Report	All Sections:	10			

Interim Presentation: - Common Assessment Criteria Applied 5% of Total Module Content		Marks available	WM	RD	ACT
1. Research-informed Literature Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions.		40			
Literature Review (level of progress, suitable synthesis of background material completed)		40			
2. Knowledge and Understanding of Subject Extent of knowledge and understanding of concepts and underlying principles associated with the discipline.		20			
Response to Questioning		20			
3. Analysis Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence		10			
Discussion of findings		10			
4. Practical Application and Deployment Deployment of methods, materials, tools and techniques; application of concepts; formulation of innovative and creative solutions to solve problems.		10			
Prototyping, programming & testing to date		10			
5. Skills for Professional Practice Attributes in professional practice: individual and collaborative working; deployment of appropriate media; presentation and organisation.		20			
Project Action Plan		10			
Quality of Presentation		10			

BACHELORS COMMON ASSESSMENT AND MARKING CRITERIA

	OUTRIGHT FAIL	UNSATISFACTORY	SATISFACTORY	GOOD	VERY GOOD	EXCELLENT	EXCEPTIONAL
Assessment Criteria	0-29%	30-39%*	40-49%	50-59%	60-69%	70-79%	80-100%
1. Research-informed Literature Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions	Little or no evidence of reading. Views and findings unsupported and non-authoritative. Referencing conventions largely ignored.	Poor evidence of reading and/or of reliance on inappropriate sources, and/or indiscriminate use of sources. Referencing conventions used inconsistently.	References to a limited range of mostly relevant sources. Some omissions and minor errors. Referencing conventions evident though not always applied consistently.	Inclusion of a range of research-informed literature, including sources retrieved independently. Referencing conventions mostly consistently applied.	Inclusion of a wide range of research-informed literature, including sources retrieved independently. Selection of relevant and credible sources. Very good use of referencing conventions, consistently applied.	A comprehensive range of research informed literature embedded in the work. Excellent selection of relevant and credible sources. High-level referencing skills, consistently applied.	Outstanding knowledge of research-informed literature embedded in the work. Outstanding selection of relevant and credible sources. High-level referencing skills consistently and professionally applied.
2. Knowledge and Understanding of Subject Extent of knowledge and understanding of concepts and underlying principles associated with the discipline.	Major gaps in knowledge and understanding of material at this level. Substantial inaccuracies.	Gaps in knowledge, with only superficial understanding. Some significant inaccuracies.	Evidence of basic knowledge and understanding of the relevant concepts and underlying principles.	Knowledge is accurate with a good understanding of the field of study.	Knowledge is extensive. Exhibits understanding of the breadth and depth of established views.	Excellent knowledge and understanding of the main concepts and key theories. Clear awareness of challenges to established views and the limitations of the knowledge base.	Highly detailed knowledge and understanding of the main theories/concepts, and a critical awareness of the ambiguities and limitations of knowledge.
3. Analysis Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence	Unsubstantiated generalisations, made without use of any credible evidence. Lack of logic, leading to unsupportable/missing conclusions. Lack of any attempt to analyse, synthesise or evaluate.	Some evidence of analytical intellectual skills, but for the most part descriptive. Ideas/findings sometimes illogical and contradictory. Generalised statements made with scant evidence. Conclusions lack relevance.	Evidence of some logical, analytical thinking and some attempts to synthesise, albeit with some weaknesses. Some evidence to support findings/views, but evidence not consistently interpreted. Some relevant conclusions and recommendations, where relevant	Evidence of some logical, analytical thinking and synthesis. Can analyse new and/or abstract data and situations without guidance. An emerging awareness of different stances and ability to use evidence to support the argument. Valid conclusions and recommendations, where relevant	Sound, logical, analytical thinking; synthesis and evaluation. Ability to devise and sustain persuasive arguments, and to review the reliability, validity & significance of evidence. Ability to communicate ideas and evidence accurately and convincingly. Sound, convincing conclusions / recommendations.	Thoroughly logical work, supported by evaluated evidence. High quality analysis, developed independently or through effective collaboration. Ability to investigate contradictory information and identify reasons for contradictions. Strong, persuasive, conclusions, justifiable recommendations.	Exceptional work; judiciously selected and evaluated evidence. Very high quality analysis, developed independently or through effective collaboration. Ability to investigate contradictory information and identify reasons for contradictions. Highly persuasive conclusions
4. Practical Application and Deployment Effective deployment of appropriate methods, materials, tools and techniques; extent of skill demonstrated in the application of concepts to a variety of processes and/or contexts; formulation of innovative and creative solutions to solve problems.	Limited or no use of methods, materials, tools and/or techniques. Little or no appreciation of the context of the application.	Rudimentary application of methods, materials, tools and/or techniques but without consideration and competence. Flawed appreciation of the context of the application.	An adequate awareness and mostly appropriate application of well-established methods, materials, tools and/or techniques. Basic appreciation of the context of the application.	A good and appropriate application of standard methods, materials, tools and/or techniques. Good appreciation of the context of the application, with some use of examples, where relevant.	A very good application of a range of methods, materials, tools and/or techniques. Very good consideration of the context of the application, with perceptive use of examples, where relevant. Evidence of some innovation and creativity.	An advanced application of a range of methods, materials, tools and/or techniques. The context of the application is well considered, with extensive use of relevant examples. Application and deployment extend beyond established conventions. Innovation and creativity evident throughout.	Outstanding levels of application and deployment skills. Assimilation and development of cutting edge processes and techniques.
5. Skills for Professional Practice Demonstrates attributes expected in professional practice including: individual initiative and collaborative working; deployment of appropriate media to communicate (including written and oral); clarity and effectiveness in presentation and organisation.	Communication media is inappropriate or misapplied. Little or no evidence of autonomy in the completion of tasks. Work is poorly structured and/or largely incoherent.	Media is poorly designed and/or not suitable for the audience. Poor independent or collaborative initiative. Work lacks structure, organisation, and/or coherence	Can communicate in a suitable format but with some room for improvement. Can work as part of a team, but with limited involvement in group activities. Work lacks coherence in places and could be better structured.	Can communicate effectively in a suitable format, but may have minor errors. Can work effectively as part of a team, with clear contribution to group activities. Mostly coherent work and is in a suitable structure.	Can communicate well, confidently and consistently in a suitable format. Can work very well as part of a team, with very good contribution to group activities. Work is coherent and fluent and is well structured and organised.	Can communicate professionally and, confidently in a suitable format. Can work professionally within a team, showing leadership skills as appropriate, managing conflict and meeting obligations. Work is coherent, very fluent and is presented professionally.	Can communicate with an exceptionally high level of professionalism. Can work exceptionally well and professionally within a team, showing advanced leadership skills. Work is exceptionally coherent, very fluent and is presented professionally.