**Assessment Guidelines for Industry Capstone Project**

**A1: Practical Exercises (Individual)**

**Assessment Description**:  
This assessment focuses on regular stand-up style progress updates. In each session (Weeks 1-6), students will be required to answer the following three questions:

* **What have you done since the last session?**
* **What are you going to do until the next session?**
* **Do you have any challenges or blockers?**

Students must either:

1. Verbally present their progress in class in a stand-up format, or
2. Record a short video (2-3 minutes) and submit it via Canvas.

**Weighting**: 30% (5 marks per session over 6 sessions)  
**Week Due**: Assessed during every session (Weeks 1-6)

**Rubric for A1: Practical Exercises**

| **Criteria** | **Excellent (5 marks)** | **Good (4 marks)** | **Satisfactory (3 marks)** | **Needs Improvement (2 marks)** | **Unsatisfactory (1 mark)** |
| --- | --- | --- | --- | --- | --- |
| **Progress Update (Clarity)** | Clear, concise update on tasks completed with detailed specifics. | Mostly clear with some detail but minor gaps. | Basic update provided but lacking in some detail. | Vague or unclear update, missing critical details. | No clear update or significant information gaps. |
| **Future Planning (Realistic Goals)** | Clear, realistic, and well-detailed plans for the next session. | Good planning with minor details lacking. | Plans are generally clear but lack specific detail. | Plans are unclear or unrealistic. | No clear plan for the next session. |
| **Challenges/Blockers (Reflection)** | Thoughtful and clear reflection on challenges with actionable solutions. | Clear identification of challenges but lacks solutions. | Some mention of challenges but lacks depth or detail. | Challenges are vaguely mentioned, and no solutions provided. | No mention of challenges or blockers. |

**A2: Agile Teamwork Quiz (Individual)**

**Assessment Description**:  
This quiz will assess students' understanding of key concepts in Scrum, including:

* Scrum team roles,
* Sprints,
* Backlog creation,
* Daily stand-ups and retrospectives.

**Weighting**: 10%  
**Week Due**: Week 4

**Sample Quiz Questions**:

1. **What is a Scrum Team?**
   * A) A group of developers
   * B) A cross-functional team working together on a project
   * C) A team responsible for testing software
   * D) A team of managers and executives  
     **Correct Answer**: B

*(Additional questions follow, covering key Scrum concepts)*

**A3: Project Report (Individual)**

**Assessment Description**:  
The project report will focus on the student’s individual contributions to an industry project. This report will include:

* **Student Tasks**: A detailed summary of the tasks the student was responsible for.
* **Student Meetings**: High-level summaries of relevant meetings, ensuring no confidential data is included unless permission is obtained from the employer.
* **High-Level Project Overview**: Enough detail for the student to showcase this work in their portfolio without revealing confidential information.
* **Work Ethics and NDA Compliance**: Demonstration of understanding of what can and cannot be shared, with adherence to confidentiality and ethical standards.

Students must obtain a licence from their industry partner to use any project materials in the submission. The report will also assess communication plans, risk management, and contributions to the overall project.

**Weighting**: 20%  
**Week Due**: Week 7

**Rubric for A3: Project Report**

| **Criteria** | **Excellent (5 marks)** | **Good (4 marks)** | **Satisfactory (3 marks)** | **Needs Improvement (2 marks)** | **Unsatisfactory (1 mark)** |
| --- | --- | --- | --- | --- | --- |
| **Task Documentation** | Detailed, clear summary of all tasks completed, showing significant contribution to the project. | Clear documentation of tasks with some detail. | Basic task documentation but lacks depth in certain areas. | Incomplete or vague task documentation. | Tasks are unclear or missing. |
| **Meeting Summary** | Comprehensive and relevant meeting summary without storing confidential data. | Relevant meetings noted, some detail provided. | Basic mention of meetings, lacking depth or specificity. | Few meetings mentioned, or lacks relevance to the project. | No mention of meetings or irrelevant details. |
| **Project Contribution** | Clear articulation of how individual tasks contributed to the overall project success. | Some connection between tasks and overall project success. | Tasks are related to the project but contribution is vague. | Contribution is unclear or minimal. | No clear link between tasks and project outcome. |
| **Ethics and NDA Compliance** | Thorough understanding of work ethics and NDA compliance, with all protocols followed. | Good understanding of ethics and NDA with minor gaps. | Basic understanding of ethics and NDA but lacks full comprehension. | Minimal understanding of work ethics or NDA compliance. | No understanding of work ethics or NDA protocols. |
| **Portfolio Presentation** | Well-structured, clear report suitable for showcasing on LinkedIn or in future interviews. | Good structure, could be used for future job applications with minor improvements. | Basic structure, usable but lacks clarity or professionalism. | Poorly structured report, not suitable for future use. | Report lacks structure or usability for portfolio. |

**A4: Project Presentation (Group)**

**Assessment Description**:  
Students will present their final project, focusing on their individual contributions within the group, and explaining how their work contributed to the overall project. The presentation must also include:

* **How to Present to Future Employers**: Students should articulate how they would explain their contributions to a potential future employer.
* **High-Level Overview**: Summarise the overall project to provide context for the individual contributions.
* **Communication and Meetings**: Details on how communication within the team and with the industry partner contributed to project delivery.
* **Ethics and Confidentiality**: A discussion of handling confidential information, including any permissions obtained from the industry partner.

**Weighting**: 30%  
**Week Due**: Week 8

**Rubric for A4: Project Presentation**

| **Criteria** | **Excellent (5 marks)** | **Good (4 marks)** | **Satisfactory (3 marks)** | **Needs Improvement (2 marks)** | **Unsatisfactory (1 mark)** |
| --- | --- | --- | --- | --- | --- |
| **Individual Contribution** | Clear and detailed presentation of individual tasks and contributions, fully aligned with project goals. | Clear presentation of tasks, though lacking some detail. | Basic presentation of tasks, lacks depth or specificity. | Tasks presented are unclear or lack relevance to the project. | No mention of individual tasks or unclear contribution. |
| **Project Overview** | Excellent overview of the project, providing clear context for the contributions made. | Good project overview with some context. | Basic overview of the project with minor gaps in context. | Minimal project overview, lacks clear context. | No or irrelevant project overview. |
| **Communication and Meetings** | Detailed account of communication plans and how they contributed to successful delivery. | Clear mention of communication efforts but lacks some depth. | Basic mention of communication with minor gaps. | Minimal or vague reference to communication. | No mention of communication plans. |
| **Ethics and Confidentiality** | Excellent discussion of ethical considerations and confidentiality, with clear demonstration of compliance. | Good discussion of ethics and confidentiality, with minor gaps. | Basic mention of ethics and confidentiality but lacks detail. | Minimal understanding of ethics or confidentiality. | No mention or understanding of ethics or confidentiality. |
| **Presentation Skills** | Well-organised, engaging presentation with clear delivery. | Good presentation with clear delivery but minor areas for improvement. | Basic presentation with some clarity issues. | Presentation lacks structure and clarity. | Poorly organised presentation, unclear delivery. |
| **Presentation to Future Employers** | Clear and confident explanation of how tasks and contributions would be presented to a future employer, aligned with career goals. | Good explanation with minor gaps in how tasks would be conveyed to employers. | Basic explanation, but lacks depth or clarity in relation to future employment. | Minimal mention of presenting to future employers, unclear connection to career goals. | No mention of presenting to future employers, or irrelevant details. |