



INDIVIDUAL ASSIGNMENT

SUBJECT:

SUBJECT CODE:

PROGRAMME:

NAME (AS PER IC):
COLLEGE INDEX NO:
IC.NO:
BATCH NO:
DATE OF SUBMISSION:

Examination Term: T1 / T2 /T3

CAMPUS:

KL/ PJ/ PN/ JB/ IP/ KT

WORD COUNT:

<i>Signature of Student</i>	<i>Signature of 1st Examiner</i>	<i>Signature of 2nd Examiner</i>
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INDIVIDUAL ASSIGNMENT EVALUATION FORM

NAME OF STUDENT: INDEX NO:

I.C./PASSPORT NO: SEMESTER:

SUBJECT: DATE SUBMITTED:

AREA	MAXIMUM POINTS	POINTS AWARDED
INTRODUCTION (of the assignment topic)	5	
ADDRESSING THE PROBLEM (evidence of understanding the issue)	5	
METHOD OF RESEARCH (sources of information /bibliography)	5	
ACCURACY OF CONTENTS (relevance of answers)	20	
FINDINGS (supporting details from research)	20	
APPLICATION (demonstration of practical examples)	20	
CONCLUSION AND RECOMMENDATIONS (quality of conclusion and recommendation)	15	
SPELLING AND GRAMMAR (correct usage of the language)	5	
STRUCTURE & PRESENTATION (professional business-like style with logical flow and clarity of presentation)	5	
TOTAL POINTS	100%	
TOTAL MARKS ALLOCATED FOR ASSIGNMENT (*AFTER DEDUCTION FOR LATE SUBMISSION)		

PLAGIARISM WILL RESULT IN AN AUTOMATIC FAILURE

Marks	Characteristics
Above 70%	<i>Excellent work which demonstrates that the student: Possesses an authoritative grasp of the concepts, methodology and content appropriate to the subject and its assessment Selects and organises material with consistent success at an exceptionally high stage Is able to display originality and personal insight and is capable of expressing their argument clearly, concisely and accurately. Provides a business-like format with excellent referencing and bibliography.</i>
60-69%	<i>The student demonstrates: An above average stage of understanding, organising, interpretation and a clear grasp of methodology suitable focused on the topic An ability to synthesise material and to construct responses which reveal insight and may offer originality A grasp of material that enables a coherent response to the assessment task to emerge An ability to generate work that is accurate and appropriately organised. Provides a business-like format with appropriate referencing and bibliography.</i>
50-59%	<i>The student is able to cover basic subject matter but in a relatively unimaginative and pedestrian manner. Organisation and presentation of material is acceptable but may display some weakness. Limitations in understanding and interpretation and difficulty in linking to relevant material may be evident. Does not have proper referencing and bibliography.</i>
40-49%	<i>The student's performance is only just acceptable in most respects revealing some inadequacies in the grasp of material, weak organising ability and limited communication skills with average referencing and bibliography.</i>
< 40%	<i>The student's performance is deficient revealing inadequate grasp of material, poor organising ability and poorly developed communication skills, with poor referencing and bibliography</i>

*(Note that 5 % of the total is deducted per day of delay from the due date of submission)



GROUP PROJECT

SUBJECT:

SUBJECT CODE:

PROGRAMME:

Name	IC No.	Index No	Batch NO
1.			
2.			
3.			
4.			
5.			

*Maximum of 5 per group

Examination Term: T1 / T2 /T3

CAMPUS:

KL/ PJ/ PN/ JB/ IP/ KT

WORD COUNT:

<i>Signature of Student</i>	<i>Signature of 1st Examiner</i>	<i>Signature of 2nd Examiner</i>
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GROUP PROJECT & PRESENTATION EVALUATION FORM

SUBJECT: DATE SUBMITTED:

NAME OF STUDENT	IC / PASSPORT NO	INDEX NO	BATCH NO
1.			
2			
3			
4			
5			

*Note that the maximum is 5 students per group. (Note that 5 % of the total is deducted per day of delay from the due date of submission)

WRITTEN PROJECT

AREA	MAXIMUM POINTS	POINTS AWARDED
INTRODUCTION (introduction to the topic in question)	5	
ADDRESSING THE PROBLEM (evidence of understanding the issue)	5	
METHOD OF RESEARCH (sources of information/bibliography)	5	
ACCURACY OF CONTENTS (relevance of answers)	15	
FINDINGS (supporting details from research)	15	
APPLICATION (demonstration of practical examples)	10	
CONCLUSION AND RECOMMENDATIONS (quality of conclusion and recommendation)	5	
SPELLING AND GRAMMAR (correct usage of the language)	5	
STRUCTURE & PRESENTATION (professional business-like style with logical flow and clarity of presentation)	5	
TOTAL POINTS (WRITTEN PROJECT)	70%	
TOTAL POINTS (INDIVIDUAL PRESENTATION) *see below	30%	
PERCENTAGE FOR PROJECT		

PRESENTATION MARKS FORM

FACTORS FOR MARKS	4 – 5% EXCELLENT	3 % GOOD	2 % AVERAGE	1 % FAIR	0 POOR
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	Student # 1	Student # 2	Student # 3	Student # 4	Student # 5
NAME					
FORM OF ATTIRE					
USE OF PPT/AVA					
KNOWLEDGE					
LANGUAGE QUALITY					
VOICE, TONE & PITCH					
EVIDENCE OF TEAMWORK					
TOTAL%					

Marks	Characteristics
Above 70%	<i>Excellent work which demonstrates that the student: Possesses an authoritative grasp of the concepts, methodology and content appropriate to the subject and its assessment Selects and organises material with consistent success at an exceptionally high stage. Is able to display originality and personal insight and is capable of expressing their argument clearly, concisely and accurately. Provides a business-like format with excellent referencing and bibliography.</i>
60-69%	<i>The student demonstrates: An above average stage of understanding, organising, interpretation and a clear grasp of methodology suitable focused on the topic An ability to synthesise material and to construct responses which reveal insight and may offer originality. A grasp of material that enables a coherent response to the assessment task to emerge. An ability to generate work that is accurate and appropriately organised. Provides a business-like format with appropriate referencing and bibliography.</i>
50-59%	<i>The student is able to cover basic subject matter but in a relatively unimaginative and pedestrian manner. Organisation and presentation of material is acceptable but may display some weakness. Limitations in understanding and interpretation and difficulty in linking to relevant material may be evident. Does not have proper referencing and bibliography.</i>
40-49%	<i>The student's performance is only just acceptable in most respects revealing some inadequacies in the grasp of material, weak organising ability and limited communication skills with average referencing and bibliography.</i>
< 40%	<i>The student's performance is deficient revealing inadequate grasp of material, poor organising ability and poorly developed communication skills, with poor referencing and bibliography</i>



ASSIGNMENT & PROJECT GUIDELINES

1. Assignments & Projects must be submitted before or on the due date as stipulated on the question paper. All work must be adhered strictly to the deadlines specified in the question paper. Penalties will be imposed for late work and 5% shall be deducted for each day of late submission.
2. All work must be computer generated and printed on only one side of white A4 paper.
3. All work must be presented in text of font size 12 with 1.5 spacing, and appropriate tape binding or comb binding is required.
4. All tables and figures must have individual titles or captions and must be referred to in the text.
5. A header with the subject name and a footer with the course name is required together with pagination.
6. All work must be organized under the recommended structure:
 - a. Cover page (Standard format)
 - b. Assignment Project Evaluation (Standard format)
 - c. Question
 - d. Table of Contents
 - e. Introduction
 - f. Body (with appropriate headings & sub-headings)
 - g. Conclusion or/and Recommendations
 - h. Bibliography
 - i. Appendix
7. The word count must be adhered to as stipulated in the question paper. The word count begins from the Introduction and ends at Conclusion or/and Recommendation. Data within tables and tables with numbers are not inclusive in the total word count.
8. The Bibliography will be presented using the Harvard Referencing System as: author, title, place of publication, publisher, and year of publication. Rearrange all in alphabetical order of author's name. For websites, these should be referenced under a heading *Website* and as e.g.: <http://online-books.ora.com/mod-bin/books.mod/javaref/javanut/index.htm>.
9. Appendix is used for any supplementary materials you have used to gather your information such as articles, brochures, statistics, spreadsheets, charts, etc. They are used as Appendices to avoid too much detail in the main section of the report, which could distract from the flow of the discussion. Each Appendix needs to be labelled and numbered and listed in the Table of Contents. Information in the Appendix is not included in the word count.
10. All work shall reflect the depth and breadth of the original analysis in a clear and coherent manner. Due credit shall be given for excellent illustration of points using diagrammatic mode. The use of "cut and paste" approach will be penalized.
11. In work where a presentation is required, this must take place one week after the submission of the project. All members of the group must be present or the student shall lose up to 30% of the total marks allocated for their individual presentation.
12. Unacknowledged use of work of others (plagiarism) is regarded as dishonest practice, and will be dealt with severely.