TM470 EMA

THE COMPUTING PROJECT

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PREVIOUS TUTORIALS

- Recordings in the Online Tutor Group Room
  - TM470 Introduction
  - TM470 TMA01
  - TM470 TMA02
  - TM470 TMA03
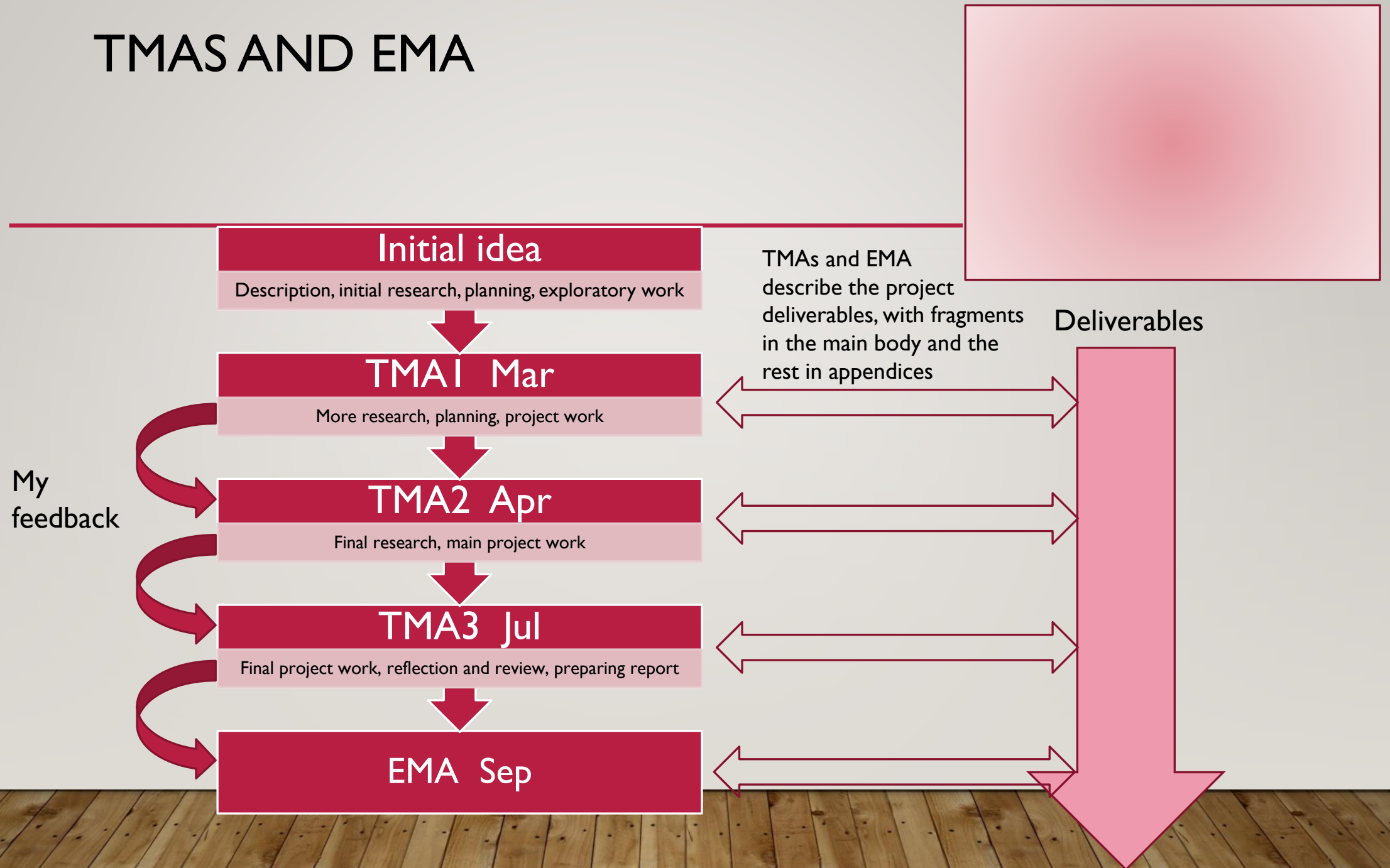- Some information is still relevant, but not critical

TMAS AND EMA

	Date	Weighting	
TMA 1	3 Mar	5%	Getting started and project refinement and plan
TMA 2	14 Apr	10%	Background research and initial development
TMA 3	7 Jul	10%	First draft of project report, project work largely complete
EMA	14 Sep	75%	Final project work, evaluation and reflection, final report

Grade (indicative %)				
1	2	3	4	5
(85%+)	(70–84%)	(55–69%)	(40–54%)	(0–39%)
Distinction				Fail

TMAS AND EMA

Initial idea

Description, initial research, planning, exploratory work

TMA1 Mar

More research, planning, project work

TMA2 Apr

Final research, main project work

TMA3 Jul

Final project work, reflection and review, preparing report

EMA Sep

My feedback

TMAs and EMA describe the project deliverables, with fragments in the main body and the rest in appendices

Deliverables

MARKING - REMINDER

- TMAs marked by myself. EMAs are marked by myself and second (and possibly third) markers

- Second markers tend to be a bit harsher with marks – they haven't seen the TMAs and won't give you the benefit of the doubt regarding elements that don't come across well in the EMA

- I will fight for a good mark for you if you give me the tools to do so.

CONGRATULATIONS!

- You have successfully completed all your TMAs!

- Your TMA grades are a reasonable guide to whether you will get a pass grade 🙂

- BUT

  - High TMA marks do not necessarily mean you will get high marks in the EMA 🙁

  - TMAs are evaluated on specific sets of Learning Objectives, with different weightings

  - The EMA evaluates ALL Learning Objectives, but with different weightings (and by a second marker)

TMA03 MARKING REVIEW

- Expectation was of a project well underway with no significant changes to the scope or your approach

- If you offered a draft version of the EMA then the feedback is more important to you than the mark!

- It was OK to have unfinished sections or "placeholders", and to refer to previous TMAS
  - This is NOT the case the EMA!

THOUGHTS, HINTS AND OBSERVATIONS ON THE EMA

- Here are a number of things to consider for the EMA

- Some of these were mentioned last time, but are particularly important for the EMA

- In no particular order

- May not apply to all projects

- Guidance and suggestions only - not a requirement!

OVERALL APPROACH

- Option One:
  - Another "Project Progress Report", like TMA02 but demonstrating that you have made further progress on as many LOs as possible
  - Can reuse or slightly modify material from TMA02
  - Consider this if you haven't really made as much progress as you had hoped

- Option Two:
  - A draft version of your final report (with placeholders / notes for incomplete sections)
  - Recommended if you feel ready for it!

THE FIRST TWO PAGES
EVEN MORE IMPORTANT THIS TIME!

- After reading the first two pages of you report you reader should know (in reasonable detail):

  - The problem description

  - Aims of the Project

  - Background

  - Project Deliverables

  - Project Scope

IN ADDITION...
YOUR TABLE OF CONTENTS

- Make sure that your Table of Contents is:

  - Complete and accurate (and working, if you are using hyperlinks)

- Do your section titles (and hence the entries in the ToC):

  - Make the content clear?

  - Form a sensible hierarchy?

And, if you have a lot of appendices, does each appendix also have a title in your ToC?

- And, if you just glance through the section titles is it clear that you have covered all the Learning Objectives?

  - e.g. Can I quickly find your LSEPI discussion by looking in your ToC?

Visibility is key!

MAKE SURE THE DOCUMENT IS CONSISTENT

- If there are "cross references" in your document:
    - Does the section still exist? (You may have moved to an appendix or taken it out)
    - If you have used hyperlinks do these all work (don't have to use them, it is not expected)

- Have you used your terminology consistently?

- Are technical terms explained on first use, or in a glossary?

- Are "problem domain" terms explained clearly?

- IMPORTANT: references go AFTER the main body and BEFORE the appendices

MAKE SURE THE DOCUMENT IS PROFESSIONAL IN APPEARANCE

- You have been working on the project since February and could have been drafting your EMA since June
  - There is no excuse to submit a hasty, scrappy, poorly formatted document!
  - This will definitely not go down well (not to mention lose marks under LO7)

- Use the tools your Word Processor offers:
  - Use actual "Styles", don't just embolden headings and quotations
  - Have you used fonts and colours (if any) consistently (both size and font-family)

- Is the "tone" and writing style professional?
  - (Less important – have you used the same tense throughout?)

DO NOT ADDRESS THE MARKER DIRECTLY

- This will NOT be well received:

  "Dear marker, I wasn't able to complete the final screens due to <whatever>…"

- Instead, something like:

  "The final screen development as planned for <date> but <whatever> occurred and although this had been identified as a risk my mitigation proved insufficient and I would do <y> instead should this happen in the future…"

THE TARGET AUDIENCE

- What can you assume about the reader of the EMA report?
  - A good technical knowledge of OU module subject areas (TT284 / TM352 etc.)
  - Familiarity with technical terms
  - Understanding of the requirements / limitations that TM470 puts on your project
  - Little to no knowledge of your problem domain

- There is no problem stating up-front what you are assuming about your reader

- They are NOT looking to fail you, but they are looking for areas in which you fall short of the requirements of the Learning Objectives

WHAT WILL THE MARKER READ?

- All of the main body of your report
    - (But with a deep sigh if there are more than about 12,000 words in it!)

- They will like diagrams, tables and screenshots (where applicable)

- Also use photos if you want, to add colour and bring your project "to life"

- They will NOT automatically read your appendices
    - But they might flick through them, especially if there is a meaningful link / explanation in the main report
    - Hence an appendix without such a link is unlikely to be read (so why have it anyway – all appendices should be there for a reason)

WHAT TO INCLUDE

- Only the report document!

  - (If your project deliverable is a itself a report, put it separately into the main file)

- Do not include code files, applications or any other supporting files

  - They will be ignored – as will any invitation to "click on a link"

  - Hence, if you want to show off your code put <u>interesting extracts</u> in the main report

  - Make use of screenshots (or photographs) if you want to show your project in action

- Upload maximum size is now 50Mb (up from 10Mb)

  - NOT an invitation to include huge amounts of data

  - Just a reflection that diagrams, photos etc. might go a bit over the 10Mb limit

INDICATIVE MARKING SCHEME

- See https://learn2.open.ac.uk/mod/oucontent/view.php?id=1707941&section=4 at the end of the EMA Document. Make sure you address these.

- Ask yourself where the Learning Outcomes are demonstrated in your EMA?

  - And can you find them easily via the table of contents?

WHAT NEXT FOR YOUR PROJECT?

- Some students are sick to death with their projects and never want to have anything to do with them ever again.
    - This is fine.

- Some students take their projects further (perhaps it was done in a work context, or fulfils a genuine need for themselves or someone else)
    - This also is fine.

- But don't forget what you did! Use your TM470 to your advantage!
    - Your project was your own, it distinguishes you from all the other OU students that did the same degree program
    - Talk about it in your CV and job interviews – it was major, realistic and significant chunk of work that you did entirely under your own steam!

Be proud of your project and make it work for you!

THANK YOU FOR WATCHING!

PLEASE KEEP IN TOUCH

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