

**Section C: Examining Responsibilities**

**Examining responsibilities** cover setting and marking end-of-semester written examinations, for the courses they teach, assessing project and laboratory reports, conducting oral examinations, assessing IA and DDP and monitoring student progress.

In addition all staff must carry out the necessary administration tasks to support their teaching commitments as well as carry out the specific administration tasks allocated to them by the Dean of the School or his designated nominee.

**Final Year Projects**

CONFIDENTIAL

**(A) ORAL EXAMINATION SCHEDULE**

**1. ORAL EXAMINATION:**

The time allocated per student for the presentation is as follows:

|                                   |                   |
|-----------------------------------|-------------------|
| Presentation -----                | 20 minutes        |
| Question and Answer Session ----- | 10 minutes        |
| <b>Total -----</b>                | <b>30 minutes</b> |

**2. DEMONSTRATION**

In the case of demonstration (if any), students are to mutually arrange with their supervisors and examiners to view the demonstrations before the scheduled oral examination. It is advisable to hold it after the submission of the Amended Final Report and before the FYP oral examination.

**(B) REPORT SUBMISSION ARRANGEMENT**

- 3. Every project should have ONE supervisor and ONE examiner.
- 4. Students shall submit two copies of the Final Report before or on the specified deadline stated by the FYP Project coordinator. Please pass the examiner’s copy to the respective examiner as soon as possible so that ample time is given for reading and assessment. Both the supervisor and the examiner are expected to read and assess the Final Reports and return the corrected report to the students, with all the required changes (if any) clearly indicated in the reports. If there is any correction or amendment to be made, the students must be duly informed. Students are given one week to make the required changes in their Final Reports and subsequently submit them along with the annotated versions with indicated corrections to the supervisors as the Amended Final Reports. It is the responsibility of the supervisor alone to vet through the Amended Final Reports to make sure that the student has made all the required changes. If the supervisor is not satisfied with the changes made, the student will be asked to make further changes until the reports are finally deemed acceptable. Students who fail to make the required changes will be penalized accordingly. The

accepted version of Amended Final Reports will be kept by the supervisor and examiner.

**The supervisors should remind the students that the submission deadlines are to be strictly adhered to, failing which penalties will be invoked. It is also the supervisors' responsibility to remind the students that they should follow strictly the format of a formal technical report. The format is given in "Guideline for Writing the Final Year Project Report". A softcopy of this file is available from <http://www.ntu.edu.sg/sce/fyp/UsefulInfo/Report%20Guide.pdf>.**

### (C) ASSESSMENT OF THE PROJECTS

**Important Note: The information presented in this Section is strictly for Staff only. Staff shall NOT disseminate any of the information in any form to any student**

5. The forms for grading FYPs are available from <http://www.ntu.edu.sg/sce/fyp/UsefulInfo/UsefulInformation1.htm>

Please note that there are two different forms. The supervisors' form is called Supervisor\_Assessment Form.pdf. The examiners' form is Examiner Assessment Form.pdf. The forms are to assist you in the assessment (including the FYP Oral Examination) and are for your personal usage only. You must enter the marks through the online forms in the FYP system via Stafflink.

The grading system for the Final year project is identical to all other subjects:

| Grade | Marks  |
|-------|--------|
| A+    | 85-100 |
| A     | 80-84  |
| A-    | 75-79  |
| B+    | 70-74  |
| B     | 65-69  |
| B-    | 60-64  |

| Grade | Marks |
|-------|-------|
| C+    | 55-59 |
| C     | 50-54 |
| D+    | 45-49 |
| D     | 40-44 |
| F     | 0-39  |

Supervisors and examiners must make comments on the marks sheets to support the reasons for the marks they award. These comments are of great assistance to the Project Moderation Committee.

As the final year project carries a heavy weightage (8 AUs), due care should be exercised in awarding marks for the projects. In particular, high A grades should be awarded to really exceptional projects. In addition, you may wish to consider the fact that in order to qualify for the first class or upper second class, a student must obtain at least 70% in the Final year project, and for a lower second class, at least 65% is required for the project.

Please refer to the following guidelines in awarding marks at the extremes of the marking scale:

**Exceptional/Distinguished First Class Level (85%-100%):**

To award a mark in this range, it is expected that at least the following criteria are satisfied:

- i. All aims of the projects have been fulfilled;
- ii. Project achievement has far exceeded the initial objectives;
- iii. Project work with the highest standard of hardware/software design;
- iv. Implementation is backed by substantial theoretical/analytical work;
- v. Engineering excellence shown;
- vi. Very substantial evidence of original thought by student;
- vii. Project work is worthy of publication in a reputable/top professional journal or conference;
- viii. Excellently written project report;
- ix. Excellent project management;
- x. Excellent oral presentation.

**Very Good First Class Level (80%-84%):**

To award a mark in this range, it is expected that at least the following criteria are satisfied:

- i. All aims of the projects have been fulfilled;
- ii. Project achievement has exceeded the initial objectives to a substantial extent;
- iii. Project work with high standard of hardware/software design;
- iv. Implementation is backed by an adequate amount of theoretical/analytical work;
- v. Engineering excellence shown;
- vi. Strong evidence of original thought by student;
- vii. Project work is worthy of publication in a professional journal or conference;
- viii. Excellently written project report;
- ix. Excellent project management;
- x. Excellent oral presentation.

**First Class Level (75%-79%):**

All of the following criteria must be satisfied:

- i. All aims of the project have been fulfilled;
- ii. Clear understanding of project shown;
- iii. Sound engineering solution;
- iv. High level of design;
- v. Work has sound theoretical basis;
- vi. Well written report and good oral presentation.

**Fail (0%-39%):**

The project is considered unacceptable on the grounds that:

- i. The aims/objectives of the project were not fulfilled or
- ii. No project report was submitted or
- iii. The student did not attend oral examination (2<sup>nd</sup> chance should be offered) or
- iv. Blatant plagiarism or
- v. Work is grossly erroneous or trivial and displays no engineering ability or potential.

**(D) SUBMISSION OF THE ASSESSMENT FORMS**

- The mark should be entered **IMMEDIATELY** into the NTU FYP mark entry system after the oral presentation.
- The grades for any student should reflect the independent judgement of each of the assessors involved.