

# Some Guidance on Writing Final Year Project Reports

- Purpose of the report
- Structure and contents
- The assessment process
- Writing the report
- Some style advice (over to Tim...)
- Questions

Handouts – Project Mark Sheet, A Short Guide to Writing Your Final Year Project Report (with kind permission from the CS Dept. at Cardiff University)

# Purpose of the Report

- Enable the reader to assess the work you have done
- Not just what you have produced, but the way in which it has been produced
- You need to convey this in an interesting and readable fashion
- But - it is a technical report, not an essay

# Structure and Contents

- See guidance on the web. Details:
  - Formatting/length rules etc.
  - Standard report structure and contents
    - Introduction
    - Related Work
    - Problem Description and Specification
    - System Design
    - Detailed Design/Implementation
    - Verification and Validation
    - Critical Evaluation
    - Summary and Conclusions
    - References and Appendices
  - If in doubt, discuss with your supervisor (good idea to do this anyway).

# The Assessment Process

- Report is marked *independently* by two members of staff
  - Supervisor
  - A.N.Other – the 2<sup>nd</sup> marker
- Write it for the 2<sup>nd</sup> marker
  - Someone who is generally knowledgeable in the field of Computer Science but does not know the specifics of your project
- Demonstrated to your supervisor and 2<sup>nd</sup> marker
  - Some read the report prior to the demo, some don't
- “Difficult” cases may involve a 3<sup>rd</sup> marker, a 4<sup>th</sup>...
- Some will be read by the external examiner

# The Assessment Process...

- Standard Marking Scheme...
  - Student Performance
  - Product Characteristics
  - Presentation
- Note the criteria in these categories
  - Your project – and primarily the report – is assessed against these criteria

# Writing the report

- Start wherever you like, but draw up a structure first
- Be sure you know roughly what is going to appear in each section
- Discuss with your supervisor
- Get the balance right
- Always remember the reader – you have to make this understandable to someone who has no idea what you've been doing
- Read over what you have written
- Get someone else to read what you have written
- Don't assume your supervisor will read it
- Give yourself plenty of time
- Give those reading it time