

**Cambridge University Engineering Department  
Engineering Tripos Part IIA  
PROJECTS: Interim and Final Report Coversheet**

**TO BE COMPLETED BY THE STUDENT(S)**

Project:			
Title of report:	Group Report / Individual Report (delete as appropriate)		
Name(s): (capitals)	crsID(s):	College(s):	
<p><u>Declaration</u> for: Interim Report 1 / Interim Report 2 / Final Report (delete as appropriate)</p> <p><b>I/we confirm that, except where indicated, the work contained in this report is my/our own original work.</b></p>			

**Instructions to markers of Part IIA project reports:**

**Grading scheme**

Grade	A / A*	B	C	D	E
Standard	Very Good / Excellent	Good	Acceptable	Minimum acceptable for Honours	Below Honours

Grade the reports on the scale A\* to D by marking the appropriate Overall Assessment box, and provide feedback against as many of the criteria as are applicable (or add your own). Feedback is particularly important for work graded C-E. Students should be aware that different projects and reports will require different characteristics.

*Penalties for lateness: Interim Reports: 3 marks per weekday; Final Reports: 0 marks awarded – late reports not accepted.*

Overall assessment (circle grade)	A*	A	B	C	D	E
Guideline standard	> 80%	70-80%	60-70%	50-60%	40-50%	< 40%

Marker:		Date:	
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**Delete (1) or (2) as appropriate (for marking in hard copy – different arrangements apply for feedback on Moodle):**

- (1) Feedback from the marker is provided on the report itself.
- (2) Feedback from the marker is provided on second page of cover sheet.

	Typical Criteria	Feedback comments
<b>Project Skills, Initiative, Originality</b>	Appreciation of problem, and development of ideas	
	Competence in planning and record-keeping	
	Practical skill, theoretical work, programming	
	Evidence of originality, innovation, wider reading (with full referencing), or additional research	
	Initiative, and level of supervision required	
<b>Report</b>	Overall planning and layout, within set page limit	
	Clarity of introductory overview and conclusions	
	Logical account of work, clarity in discussion of main issues	
	Technical understanding, competence and accuracy	
	Quality of language, readability, full referencing of papers and other sources	
	Clarity of figures, graphs and tables, with captions and full referencing in text	