

## 06 Assessment Checklist

Print this checklist. Work through it, ticking the boxes as you go. Once done, scan or photograph it - tidy it up and include as an image for Task #6 of the R<sup>3</sup> tasks.

### What to submit

#### **Three projects**

All projects must be submitted via your portfolio website - prior to the assessment deadline.

- ✓ 1: People Watching
- ✓ 2: Being Human
- ✓ 3: App360

#### **Seven blog tasks**

All tasks must be submitted via your portfolio website - prior to the assessment deadline.

- ✓ 1: Informing your practice
- ✓ 2: Prototyping
- ✓ 3: Empathy
- ✓ 4. Bill Verplank
- ✓ 5: DIEP Reflection
- ✓ 6: Assessment Checklist
- ✓ 7: DIEP Final Report

#### ✓ **Final module report**

This is a 1500 word report relating to your own performance. You should use the DIEP framework for writing such a report. Remember, you are not writing an essay about the content of the module - you are reflecting on, for example, what went well, what went not so well, what you will do differently next semester etc. Follow the DIEP guide linked on blackboard.

**The Final report is submitted online as Task 7 and you must also submit a .pdf copy via Turnitin. Please make sure you put your name and the URL of your website (eg <http://2024.macd.work/andy>) at the top of the report.**

#### ✓ **Evidence of process**

We want to see how you arrived at the outcomes for each project. You will need to include in your website, pages from sketchbooks and notebooks showing the work done for each project. You do not need to submit every page of your process - select the most relevant and informative highlights. Scan the pages and clean them up digitally before using them. Don't forget to label these, so that a viewer knows what they are looking at and why it is important.

#### ✓ **Website**

Make sure your website is functional and all of the submission elements are well-organised and findable. Strive for a professional looking website. Remember, if we can't find or see your work we

cannot assess it! Tell the story of each project. Begin the page with the outcomes and then move into the development process. It helps to finish each project with a short reflection on how you think it went (these short reflections can be very useful when writing your Final Reflective Report).

## Before you submit

### ✓ *Is everything online*

Check that everything works and appears on screen as expected. Check all content loads as expected from your website. The browser in your own laptop will be caching files locally, because of this you may not notice that parts of your website may not actually be uploaded properly. To check this, use a computer that you have never used before and check that everything online and where you expect it be.

### ✓ *Images*

Make sure that you reduce the filesize of images so that they load in a timely manner. Also, avoid non-western characters in filenames. Our browsers tend to be set up for western character sets. Using, for example, chinese characters in filenames can cause browsers a problem and images may not display.

### ✓ *Video*

The best way to include video is by uploading them into YouTube or Vimeo and then either using embedded code in your page design or a thumbnail image acting as a link to the required YouTube page.

## How to submit

### ✓ *Deadline - 16:00 on Th 16/01/25*

Everything must be completed and available online by this time. Do not modify anything on your website after the deadline. If you are unsure about how to do any of this, ask your tutor.

### ✓ *Final report*

Make sure you submit a copy of your Final Report to Turnitin before the deadline. You are advised not to leave it to the last minute to do this. Turnitin can slow down at peak upload times and you may inadvertently miss the deadline.

### *Physical submission*

Mostly, we encourage you to submit all your assessment work online. We do not expect you to submit physical work, however if you feel it is necessary then please drop it off in **E3025 between 11:00 & 13:00 on Thursday 16/01/25**. Someone will be there to take in your work. Make sure everything is clearly labelled with your name. Also make sure that you provide pointers on your website to the relevant hard copy pages for each project. If you are unsure about how to do this, ask.

## Penalties

Be aware that there are automatic penalties for any submissions that miss the deadline - even by a few minutes. Give yourself space for submission and get it done well before the actual deadlines.