

HBO-ICT
Final project assessment

Student name		Student no.	
			fulltime / parttime
		Study Programme	
Final Project Company			
Title			

	Partial Grade	Weighting	Score
Final assignment			
<i>Professional expertise</i>		X 4	
<i>Research competence</i>		X 2	
<i>Communication skills</i>		X 2	
Portfolio assessment (reporting on research project and competence development)			
<i>Learning ability Collaboration Professional ethics and social awareness</i>		X 2	
The minimum score for each partial grade is a 5.5.			
Final grade (total score/out of 10)			

Amsterdam, date:		
Examiners	Name	Signature
Assessor		
Thesis supervisor		
Company supervisor		
External examiner		
Graduate	Name	Initials as read:
Student		

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	Report & Portfolio (Please, fill out before meeting)	Final result ¹	
Professional expertise Computer Science: HBO-ICT	I/S/G ²	Partial grade	Comments / Feedback
Insight into context-based problem-solving abilities Systematic approach Ability to work efficiently, with a results-oriented focus. Balanced cost-benefit approach Application of scientific expertise Complexity and/or capacity for conceptualisation (scope) Application of methods and techniques relevant to the assignment Application of technologies that are new to the student Delivery of quality results The student works to quality standards The final product is relevant to the organisation. Entrepreneurial qualities Pro-active behaviour Seizes opportunities, takes timely decisions			
Research Competence	I/S/G	Partial grade	Comments / Feedback
Scope and delimitation of the assignment/study Underpinning of the study and of choices made Analysis and critical thinking Distils the essence and relevance from data Distinguishes main points from side issues Distinguishes facts from opinion/interpretation Identifies cause and effect Draws well-argued conclusions Conducting research Looks at a problem from the perspectives of the stakeholders Approaches the assignment/study methodically (using main research questions and subquestions). Makes a well-founded selection of research instruments Selects relevant and up-to-date source materials Creativity Comes up with new and original solutions or new applications Views issues from less obvious perspectives			

¹ The assessment is based on the written work, the presentation, and the defence. All partial grades and the total grade must be 5.5 or up.

² Insufficient, Sufficient, Good

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Communicative skills	I/S/G	Partial grade	Comments / Feedback
<p>Written skills (on the basis of the documents supplied by the student)</p> <p>Ability to communicate clearly Accessibility, Sensitivity, Persuasiveness,</p> <p>Customer focus Reporting (thesis) Uses correct spelling and grammar (in Dutch or English) Structure/Composition/layout Correctly uses the key elements of a report</p>			
<p>Verbal skills (presentation and defence)</p> <p>Ability to communicate clearly Accessibility, Sensitivity, Persuasiveness,</p> <p>Customer focus</p>	n/a		
Portfolio / reflection, accountability, competences	I/S/G	Partial grade	Comments / Feedback
<p>Learning ability (on the basis of the self-reflection in the portfolio, the reflective report, or the accountability report)</p> <p>Self-reflection</p> <p>Self-management</p>			
<p>Professional Ethics and Social Awareness takes the professional ethics into account takes the social implications and sustainability of solutions into consideration respects people and society</p>			
<p>Collaboration</p> <p>Task-oriented collaboration</p> <p>Team-oriented collaboration</p> <p>Leadership Takes the lead in task management</p>			

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Explanation of the procedure for examiners

The student submits the final version of their thesis at least two weeks before the graduation meeting. The assessor and the thesis supervisor use this form to assess the thesis. Before the Graduation meeting, the assessor and the thesis supervisor exchange their views on the quality of the report and the portfolio. After the exchange, the assessor fills out column two (I/S/G for Insufficient/Sufficient/Good. The combination of I/S can be used to express doubt). It is vital to underpin the assessment in the third column (Comments / Feedback). If the thesis is insufficient the graduation meeting is cancelled. The thesis supervisor informs the student of the cancellation. This process takes place no later than three days before the scheduled graduation meeting.

The form contains the six main competences with their sub-competences and associated behaviours. The associated behaviours are offered as examples; the student does **not** need to tick off all behaviours.

At the end of the Graduation meeting, the student is asked to leave the room temporarily (with their companions), after which the examiners discuss the final assessment. The company supervisor and, if applicable, an external examiner provide input for the assessment. The assessor takes decisions on the partial grades and fills out the third column (Partial Grade). It is important to underpin the grade with comments and/or feedback in column four. Make sure to explain any (large) deviations from the earlier assessment in column two. The assessor also checks if the portfolio is 100% complete. If not, the assessor enters a partial grade of 5 or lower. (The student must then complete the portfolio before defending it in a new session.

Subsequently, the assessor copies the partial grade onto the first page. If all partial grades are 5.5 or higher, the weighted Final grade is calculated using the weighting column.

NB

The portfolio must also be at least sufficient. At the GO NOGO moment (approval of graduation application) the portfolio must be 99% ready (this is checked by the thesis supervisor). If it turns out during the session that the portfolio is unsatisfactory, a fail mark will be entered as a partial mark and the student has failed. The portfolio must then be adjusted and defended again.