

SBS5421 Building Energy Efficiency cum Carbon Emission

<http://ibse.hk/SBS5421/>

Mini-Project 2018-2019: Assessment Rubrics

The weighting of the assessment components:

- Interim Report (25%): [normally not more than 30 A4 pages]
- Oral Presentation (25%): [15 minutes for each group]
- Final Report (50%): [normally not more than 60 A4 pages]

Assessment Rubrics for Reports:

Report writing: An effective report presents and analyses facts and evidence that are relevant to the specific problem or issue of the report brief.

Criteria (weighting%)	Levels of performance and grades			
	Insufficient (1) F	Acceptable (2) D & C	Good (3) B	Excellent (4) A
Quality of content (20%)	Cannot show critical assessment & evaluation of building energy efficiency in existing and new buildings.	Show little critical assessment & evaluation of building energy efficiency in existing and new buildings.	Show some critical assessment & evaluation of building energy efficiency in existing and new buildings.	Demonstrate good critical assessment & evaluation of building energy efficiency in existing and new buildings.
Report organization (20%)	Report information and details are not organized, are hard to follow and understand.	Report information is scattered and needs further development.	Report information is logically ordered with paragraphs and transitions.	Report information is presented in effective order, with excellent structure of paragraphs and transitions.
Clarity of thought (20%)	All the information is not clearly presented. Lack of coherence and logical consistency.	Some information is not clearly presented. Weak coherence and logical consistency.	The information is clearly presented. Logical interconnection and consistency are shown.	The information is clearly and effectively presented. Good coherence and logical consistency are demonstrated.
Communication & report writing skills (20%)	Poor graphics and report writing. Many errors in writing.	Graphics and report writing are clear but not applied properly. Some errors in writing.	Graphics and report writing are clear and effective. No errors and correct format.	Graphics and report writing are professional and effective. No errors and correct format.
Teamwork skills (20%)	Team work was hardly observed. Each member prepares the writing in isolation with no coordination.	Some planning and coordination are shown in the writing, but team work is not smooth and effective.	Every member contributes and collaborates in the writing. Good coordination and consistent style are observed.	Every member contributes and collaborates in the writing. Effective coordination and division of work are achieved.

Remark: To avoid plagiarism, all sources used in the report should be acknowledged and referenced throughout, in accordance with the preferred method of engineering professionals.

Assessment Rubrics for Oral Presentations:

Oral Communication: Expressing ideas clearly when communicating orally.

Criteria (weighting%)	Levels of performance and grades			
	Insufficient (1) F	Acceptable (2) D & C	Good (3) B	Excellent (4) A
Quality of content (20%)	Cannot show integrative knowledge and adequate project information.	Show little integrative knowledge and fair development of the project information.	Show some integrative knowledge and effective development of the project information.	Demonstrate full integrative knowledge and effective development of the project information.
Organization of presentation (20%)	Presentation is very confused and unclear. Listeners cannot follow it.	Listener can follow presentation with effort. Organization not well thought out.	Presentation is generally clear. A few minor points may be confusing.	Presentation is clear and logical. Listener can easily follow line of reasoning.
Pace and delivery (20%)	Presentation is far too long or far too short. Speakers generally are too fast or too slow.	More than one speaker is too fast or too slow, repetitive or skipping important details.	One speaker's pacing is too fast or too slow, repetitive or skipping important details.	Presentation is a planned conversation, paced for audience understanding.
Use of visual aids (15%)	No aids are used, or they are so poorly prepared that they detract from the presentation.	Aids are poorly prepared or used inappropriately. Font is too small. Too much information is included.	Aids contribute, but not all material supported by aids. Font size is appropriate for reading.	Aids prepared in professional manner. Font is large enough to be seen by all. Well organized. Main points stand out.
Responsiveness to audience (10%)	Avoids audience interaction. Not responsive to group.	Reluctantly interacts with audience. Responds poorly to questions.	Generally responsive to questions.	Responds well to questions. Restates and summarizes when needed.
Team work skills (15%)	Team work was hardly observed. The distribution and transitions of presentation work load was hardly compromised.	Not every member contributed to the presentation. Only one or two dominated. Transitions from one speaker to another were observed but not very smooth.	Every member had chances of presenting the materials but not equally shared the load. Transitions from one speaker to another were smooth and team members generally supported each other.	Every member had equal chances of presenting the materials. Transitions from one speaker to another were very smooth. Team members were very supportive.