Building Services System Design

Assessment Rubrics

These rubrics have a dual purpose: (1) to give a guideline for students about the criteria and overall expectations from the module, and (2) to establish a common guideline for design tutors and supervisors, in evaluating the design reports and presentations.

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
Content (20%)	Cannot show integrative knowledge and basic design for building services systems.	Show little integrative knowledge and fair design for building services systems.	Show some integrative knowledge and clear design for building services systems.	Demonstrate full integrative knowledge and effective design for building services systems.
Organization (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.

Assessment Rubrics for Design 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
Content (20%)	Cannot show integrative knowledge and basic design for building services systems.	Show little integrative knowledge and fair design for building services systems.	Show some integrative knowledge and clear design for building services systems.	Demonstrate full integrative knowledge and effective design for building services systems.
Organization and writing (20%)	Design information and details are not organized, are hard to follow and understand.	Design information is scattered and needs further development.	Design information is logically ordered with paragraphs and transitions.	Design information is presented in effective order, with excellent structure of paragraphs and transitions.
Clarity and coherence (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.
Drawing skills (15%)	Poor drawings and unclear diagrams. Many errors in symbols and lines.	Drawings and diagrams are clear but not applied properly. Some errors in symbols and lines.	Drawings and diagrams are clear and effective. No errors and correct format.	Drawings and diagrams are professional and effective. No errors and correct format.
Innovation and creativity (10%)	No new or innovative ideas are applied in the design.	Some attempts to propose new or innovative ideas in the design.	Innovative and creative design ideas are proposed, but no justification.	Innovative and creative design ideas are proposed with evaluation and justification.
Teamwork (15%)	Team work was hardly observed. Each member prepares the writing in insolation 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.

Useful Guidelines:
- Guidelines on Oral Presentation
  http://ibse.hk/SBS5397/Guidelines_on_Oral_Presentation.pdf
- Guidelines on Design Report Writing
  http://ibse.hk/SBS5397/Guidelines_on_Design_Report_Writing.pdf
- Guidelines on Progress Report
  http://ibse.hk/SBS5397/Guidelines_on_Progress_Report.pdf

Assessment Rubrics for Poster Exhibition:

Poster exhibition: Posters are used as a type of marketing tool to communicate with the audiences or visitors. An effective design of a poster should encompass the key aspect(s) of the project in a visually appealing way. The overall look of the poster should be aesthetically pleasing to the people passing by.

Criteria (weighting%)	Levels of performance and grades			
	Insufficient (1) **F**	**Acceptable (2)** **D & C**	**Good (3)** **B**	**Excellent (4)** **A**
Relevance/Message (20%)	The poster is lacking a message and is very poorly designed in depicting anything related to the topic.	The poster is acceptable in relaying a message but does lack clarity.	The poster is great at relaying a clear and concise message.	The poster is exceptional in relaying a clear and concise message.
Creativity (20%)	Poor use of creativity and has no originality.	The poster is acceptably creative but may lack some uniqueness.	The poster is creative in getting the message across and very original in design.	The poster is exceptionally creative in getting the message across and very original in design.
Attractiveness (20%)	The poster is distractingly messy and very poorly designed. It is not attractive.	The poster is acceptably attractive though it may be a bit messy.	The poster is attractive in terms of design, layout, and neatness.	The poster is exceptionally attractive in terms of design, layout, and neatness.
Visual Impact (20%)	The poster has no impact on impacts a person's view of the topic.	The poster has an acceptable impacts a person's view of the topic.	The poster has a great impacts a person's view of the topic.	The poster exceptionally impacts a person's view of the topic.
Visual Presentation (20%)	Not very visually appealing; cluttered; colours and patterns hinder readability; use of font sizes/ variations to facilitate the organization, presentation, and readability is inconsistent and distracting.	Visual appeal is adequate; somewhat cluttered; colours and patterns detract from readability; use of font sizes/ variations to facilitate the organization, presentation, and readability is somewhat inconsistent and distractions.	Overall visually appealing; not cluttered; colours and patterns support readability; adequate use of font sizes/ variations to facilitate the organization, presentation, and readability.	Overall visually appealing; not cluttered; colours and patterns enhance readability; uses font sizes/ variations which facilitate the organization, presentation, and readability.

Useful Guidelines:
- Effective poster design basics https://abstract.tube/effective-poster-design-basics/
- Posters and displays
  https://www.publicengagement.ac.uk/do-engagement/choose-method/posters-and-displays
- Roll Up Banner Stands: 5 Design Tips You Should Pay Attention To
  https://www.exposeyourselfusa.com/roll-up-banner-stands-5-design-tips-you-should-pay-attention-to/