

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	Levels of performance and grades			
	Insufficient (1) F	Acceptable (2) D & C	Good (3) B	Excellent (4) A
Content	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	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	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	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	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	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	Levels of performance and grades			
	Insufficient (1) F	Acceptable (2) D & C	Good (3) B	Excellent (4) A
Content	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	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	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	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	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	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.