

QC Evaluation / Compliance Sheet

VU SP3 '25

Unit Code: ITSG4004

Online Facilitator: Shyam Nair

1. Discussion Forum Compliance

I = Initiated discussion on the weekly forum thread by Tuesday noon of the week

R = Responded to 90% of the student posts on the forum within 24 hrs. in the given week

Week-0		Week-1		Week-2		Week-3		Week-4		Week-5		Week-6	
I	R	I	R	I	R	I	R	I	R	I	R	I	R
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

2. Grading Timeline Compliance

M = Moderation grading completed prior to the meeting with the UC

I = Student names (3) shared for the Initial QC within 24 hrs. after the assessment due date/time

F = All grading-related activities (grading, incorporation of QC comments, double marking, etc.) completed as per suggested timeline in the email sent by LINC Ops

A1			A2			A3		
M	I	F	M	I	F	M	I	F
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

3. Grading Feedback: QC Evaluation

- [Assessment 1](#)
- [Assessment-2](#)
- [Assessment-3](#)

#	Parameter	Instructions for the Facilitator
1	Correct grammar, punctuation, Australian English etc.	<u>This check will be conducted on Grammarly:</u> 1. Add Grammarly as an extension on your browser (Chrome etc.) 2. Change the language to "Australian English" 3. The icon of Grammarly will be present on the bottom right of the window 4. After adding the feedback on Collaborate, check for errors and make the necessary changes.
2	Adherence to template	<u>Ensure you have included all parts of the template, which include:</u> 1. Student name 2. Introduction (choosing which criterion you likes best) 3. Points of improvement :Facilitator to provide constructive(c) feedback for the criteria. The mix can be roughly as follows – 1) HD Grade < 0-1 C>, 2) D Grade < 1-2 C>, 3) C and P Grade <2-3 C>, N Grade <3-4 C> 3. Areas of focus for the next assessment 4. Concluding remark
3	Customisation of feedback	<u>Ensure that:</u> 1. Examples have been provided for all criterion included in areas of improvement 2. Each example are specific to the student's report, and not a repetition of the criterion feedback 3. Customised concluding remark has been included
4	Correct formatting	<u>Ensure the following:</u> 1. Areas of improvement have been bulleted 2. Proper paragraph breaks used 3. All unnecessary text from the template (including "<", ">" etc.) has been removed

1. Assessment 1

		Initial QC			Final QC (Used for Bonus calculation)				
		<student name>	<student name>	<student name>	<student name>	<student name>	<student name>	<student name>	<student name>
	Parameter	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable
1	Grammar, punctuation, Aus-English etc.				A	A	A	A	A
2	Adherence to template				A	A	A	A	A
3	Customisation of feedback				A	A	A	A	A
4	Correct formatting				A	A	A	A	A
	Overall				A	A	A	A	A

Feedback Texts will be pasted below -

1...

Dear Sujieva,

Thank you for submitting the first assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Problem Statement and System Design. [Pass]

Fair description of problem statement and objectives along with some attempt towards system architecture analysis and presentation. There is room for improvement. For example, you could have elaborated on the system architecture diagram in specific relation to the problem statement.

- C2: Data Collection and Pre-Processing Documentation. [Pass]

Fair description of data sources and collection methods, as well as pre-processing steps and justification but can be improved. For example, you could have elaborated on how the data process will address the organisational problem specifically.

- C3: Relevant Tools & Techniques [Pass]

Good analysis and presentation of tools to be used for data analysis and model evaluation. However, this can be improved. For example, you could have analysed and presented how the tools and techniques chosen would address the report's objectives.

- C4: Presentation and Report [Pass]

The writing could be more persuasive and the integration of literature needs to be done properly. Instructions need to be followed better. For example, you could have done the formatting and Harvard guidelines as per the instructions in the assessment brief.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

2.

Dear Sheryl,

Thank you for submitting the first assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Problem Statement and System Design. [Very Good]

Very good description of problem statement and objectives along with detailed system architecture analysis and presentation, but there is room for improvement. For example, you could have included more details for the system architecture diagram.

- C2: Data Collection and Pre-Processing Documentation. [Very Good]

Very good description of data sources and collection methods, as well as pre-processing steps and justification but can be improved. For example, a detailed assessment of data storage could have been included.

- C3: Relevant Tools & Techniques [Very Good]

Very good analysis and presentation of tools to be used for data analysis and model evaluation. However, this can be improved. For example, you could have analysed and presented how the tools and techniques chosen would address the report's objectives.

- C4: Presentation and Report [Very Good]

The writing is persuasive and the integration of literature is very good. However, instructions need to be followed better. For example, you could have done the formatting as per the guidelines in the assessment brief.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

3.

Dear Kelly,

Thank you for submitting the first assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Problem Statement and System Design. [Good]

Good description of problem statement and objectives along with some attempt towards system architecture analysis and presentation. There is room for improvement. For example, you could have included a system architecture diagram.

- C2: Data Collection and Pre-Processing Documentation. [Good]

Good description of data sources and collection methods, as well as pre-processing steps and justification but can be improved. For example, you could have elaborated on how the data process will address the organisational problem specifically.

- C3: Relevant Tools & Techniques [Good]

Good analysis and presentation of tools to be used for data analysis and model evaluation. However, this can be improved. For example, you could have analysed and presented how the tools and techniques chosen would address the report's objectives.

- C4: Presentation and Report [Good]

The writing is fairly persuasive and the integration of literature is good. However, instructions need to be followed better. For example, you could have done the formatting as per the guidelines in the assessment brief.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

4.

Dear Wee Qiang,

Thank you for submitting the first assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Problem Statement and System Design. [Excellent]

Excellent description of problem statement and objectives along with detailed system architecture analysis and presentation. For example, I especially liked the way in which you have presented the system architecture diagram.

- C2: Data Collection and Pre-Processing Documentation. [Excellent]

Excellent description of data sources and collection methods, as well as pre-processing steps and justification. For example, the manner in which you have included a detailed assessment of data sources and collections reflects detailed research.

- C3: Relevant Tools & Techniques [Excellent]

Excellent analysis and presentation of tools to be used for data analysis and model evaluation. For example, the way you have presented data visualisation and reporting tools is very pertinent to the report's objectives.

- C4: Presentation and Report [Excellent]

The writing is very persuasive and the integration of literature is excellent. For example, I especially liked the way you have presented different sub-sections of the report.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

5.

Dear Moretta,

Thank you for submitting the first assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Problem Statement and System Design. [Very Good]

Very good description of problem statement and objectives along with detailed system architecture analysis and presentation, but there is room for improvement. For example, you could have included more details for the system architecture diagram.

- C2: Data Collection and Pre-Processing Documentation. [Very Good]

Very good description of data sources and collection methods, as well as pre-processing steps and justification but can be improved. For example, a detailed assessment of data storage could have been included.

- C3: Relevant Tools & Techniques [Very Good]

Very good analysis and presentation of tools to be used for data analysis and model evaluation. However, this can be improved. For example, you could have analysed and presented how the tools and techniques chosen would address the report's objectives.

- C4: Presentation and Report [Very Good]

The writing is persuasive and the integration of literature is very good. However, instructions need to be followed. For example, you could have done the formatting as per the guidelines in the assessment brief.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

6. Assessment-2

		Initial QC			Final QC (Used for Bonus calculation)				
		<student name>	<student name>	<student name>	<student name>	<student name>	<student name>	<student name>	<student name>
	Parameter	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable
1	Grammar, punctuation, Aus-English etc.				A	A	A	A	A
2	Adherence to template				A	A	A	A	A

3	Customisation of feedback				A	A	A	A	A
4	Correct formatting				A	A	A	A	A
	Overall				A	A	A	A	A

Feedback Texts will be pasted below -

1.

Dear Sujieva,

Thank you for submitting the second assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Assessment Tasks [Good]

The manner in which you have presented calculations and addressed the assessment tasks is good, but certain areas can be improved. For example, you could have included details and tables from your calculations in MS Excel or Tableau in the report.

- C2: Visualisation [Good]

The manner in which you have developed and presented visualisations is good, but certain areas need improvement. For example, you could have developed and presented box plots to visualise age, income and purchase amounts as per the instructions in the brief.

- C3: Report Presentation [Good]

The writing is informative and professional but adherence to formatting instructions can be better. For example, include Harvard Referencing guidelines and formatting as per assessment brief instructions.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

2.

Dear Pooja,

Thank you for submitting the second assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Assessment Tasks [Pass]

The manner in which you have presented calculations and addressed the assessment tasks is fair, but certain areas can be improved. For example, you could have included details and tables from your calculations in MS Excel or Tableau in the report.

- C2: Visualisation [Pass]

The manner in which you have developed and presented visualisations is good, but certain areas need improvement. For example, you could have presented your visualisations neatly and with appropriate labels, following the instructions in the brief.

- C3: Report Presentation [Pass]

The writing is not very informative and professional and adherence to formatting instructions can be better. For example, present information in the report as per assessment brief instructions and formatting guidelines.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

3.

Dear Moretta,

Thank you for submitting the second assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Assessment Tasks [Excellent]

The manner in which you have presented calculations and addressed the assessment tasks is excellent. For example, I especially liked the way you have included details and tables from your calculations in the report.

- C2: Visualisation [Excellent]

The manner in which you have developed and presented visualisations is excellent. For example, you have presented the visualisations neatly and with appropriate labels, following the instructions in the brief.

- C3: Report Presentation [Excellent]

The writing is excellent and very informative and professional. For example, I especially liked the way you have presented information in the report as per assessment brief instructions and formatting guidelines.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

4.
Dear Victoria,

Thank you for submitting the second assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Assessment Tasks [Very Good]

The manner in which you have presented calculations and addressed the assessment tasks is very good, but certain areas can be improved. For example, you could have completed the tasks relating to purchase amount by age group in the report.

- C2: Visualisation [Very Good]

The manner in which you have developed and presented visualisations is very good, but certain areas need improvement. For example, you could have developed and presented box plots to visualise purchase amounts as per the instructions in the brief.

- C3: Report Presentation [Very Good]

The writing is very good. It is informative and professional but adherence to formatting instructions can be better. For example, include information necessary to the explanation of the tasks in the brief including approach and steps in analysis.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,
Shyam

5.

Dear Jason,

Thank you for submitting the second assessment for this module! Please find below criterion-wise grades and some important feedback on your submission:

- C1: Assessment Tasks [Excellent]

The manner in which you have presented calculations and addressed the assessment tasks is excellent. For example, I especially liked the way you have included details and tables from your calculations in the report.

- C2: Visualisation [Excellent]

The manner in which you have developed and presented visualisations is excellent. For example, you have presented the visualisations neatly and with appropriate labels, following the instructions in the brief.

- C3: Report Presentation [Excellent]

The writing is excellent and very informative and professional. For example, I especially liked the way you have presented information in the report as per assessment brief instructions and formatting guidelines.

Please send me an email if you have any specific questions. We will also discuss this feedback during our 1:1 discussion call.

Regards,

Shyam

7. Assessment-3

		Initial QC							
		<student name>	<student name>	<student name>	<student name>	<student name>	<student name>	<student name>	<student name>
	Parameter	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable	Acceptable / Unacceptable
1	Grammar, punctuation, Aus-English etc.								
2	Adherence to template								
3	Customisation of feedback								
4	Correct formatting								
	Overall								

Feedback Texts will be pasted below -

1...

