

## 5. Evaluation

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Evaluation of students will emphasize:

- Written and oral communication skills
- The ability to work in a team environment, such as the responsibility to assume both team member and team leader roles.

The final grade in this course will be determined as follows:

<u>Formal technical laboratory reports (four @ 20% each)</u>	80%
<u>Formal oral presentation (one per student)</u>	5%
<u>Technical memorandum (one per student)</u>	2.5%
Assignments (one per student)	2.5%
<u>Preparation, teamwork and safety practices (2.5% per lab)</u>	10%
<b>Total Final Grade</b>	<b>100%</b>

Samples of the evaluation forms used by the Project Supervisors (TAs) can be viewed/downloaded from the “*CHEE 315 Course Manual*” module on the course onQ website.

Grading and evaluation feedback will be posted on the course onQ website.

Policies for the handling of re-evaluations can be found in the document titled “3. *Course Policies*” in the “*CHEE 315 Course Manual*” module on the course onQ website.

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### Formal Technical Laboratory Reports

Please review information in the “*Formal Technical Report Writing Guide*” document in the “*CHEE 315 Course Manual*” module on the course onQ website for further guidelines and tips on how to write a formal technical laboratory report.

**Note:** Laboratory reports will be submitted as a group. The Technical Memorandum will be completed and graded on an individual basis. The Formal Oral Presentations will be performed in pairs and evaluated individually (partially).

Formal Technical Laboratory Reports will be graded as follows:

<b>Report Content</b>	<b>Percentage</b>
Title page	1%
Abstract	5%
Introduction	10%
Experimental	8%
Results and Discussion	45%
Conclusions and Recommendations	8%
List of references	5%
Appendices	8%
Written Document Quality	10%
<b>Total Report Grade</b>	<b>100%</b>

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## **Formal Oral Presentation**

Students will be evaluated on presentation skills as well as the content of the presentation. Oral presentations will be graded according to:

- design of the presentation in terms of background and colour themes, spelling and grammar.
- flow of the presentation such as timing, smooth transition from slide to slide, confidence and response to question period.
- choice of content such as relevant charts and/or diagrams
- knowledge base of subject

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## **Preparation, Teamwork and Safety Practices**

Grades allotted for preparation, teamwork and safety practices will be based on the strengths and weaknesses that each group demonstrates during discussions with the Project Supervisor and during experimentation.

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## Peer Evaluations

Peer evaluations are a mandatory submission from EACH team member at the end of each project round. Peer evaluations should be submitted in the final week of the project period via the course onQ website. Peer evaluations are kept confidential.

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## Grade Calculation Policy

### *Final Course Grade*

All graded components of this course will receive a final numeric percentage mark (these marks will be posted on onQ as grading is completed). The final course grade will be derived by converting your numerical course final grade to a letter grade according to Queen's official grade conversion scale:

Table 6.3: Queen's official grade conversion scale.

<b>Numeric Grade Range</b>	<b>Letter Grade Equivalent</b>
90-100%	A+
85-89%	A
80-84%	A-
77-79%	B+
73-76%	B
70-72%	B-
67-69%	C+
63-66%	C
60-62%	C-
57-59%	D+
53-56%	D
50-52%	D-
0-49%	F

***Calculation of numeric grades from letter grades - “Letters in, numbers out method”***

The conversion of letter grades to numeric grades for the purpose of calculating an assignment final grade, will use the Faculty of Engineering and Applied Science grade point scale. These numeric equivalents will be used along with any weighting factors for each letter-graded criteria to calculate the final numeric grade for an assignment:

Table 6.2: Letter grade to numeric percentage conversion. Based on Faculty of Engineering & Applied Science grade point scheme (note: numeric equivalents have been modified/expanded for "F" category grades).

<b>Letter Grade</b>	<b>Numeric Equivalent</b>
A+	95
A	87
A-	82
B+	78
B	75
B-	71
C+	68
C	65
C-	61
D+	58
D	55
D-	51
F+	45
F	25
F-	0

***Explanation of letter grades***

The general meaning of the letter grades are as follows:

**Excellent**

- (A+) Truly exceptional performance that exceeds highest standards.
- (A) Outstanding performance that meets highest standards.
- (A-) Excellent performance that meets very high standards.

**Good**

- (B+) Very good performance that meets high standards.
- (B) Good comprehension of material. Expectations have been met.
- (B-) Reasonably good comprehension of material. Most expectations have been met.

**Acceptable**

- (C+) Acceptable comprehension of material, meeting and in some cases exceeding basic standards.
- (C) Generally acceptable comprehension of material, meeting basic standards.
- (C-) Minimally acceptable comprehension material while falling short of basic standards in some areas.

**Needs Improvement**

- (D+) Needs significant improvement. Comprehension of the material was unsatisfactory, but sufficient for credit to be granted.
- (D) Needs major improvement. Comprehension of the material was unsatisfactory, but sufficient for credit to be granted.
- (D-) Minimum pass. Comprehension of the material was unsatisfactory; barely sufficient for credit to be granted.

**Unsatisfactory**

- (F+) Failure. Minimum standards have not been met.
- (F) Failure. Well below minimum standards.
- (F-) Failure. Complete absence of effort.

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