

Students should consider the following checklist when completing the research report.

It is recommended that once each section is completed the student uses the checklist to ensure he or she is on course.

A Planning	
The scenario	
A client and/or adviser has been identified.	
A problem requiring a solution or an unanswered question has been described.	
The word count for the scenario is approximately 250.	
Initial consultation with client and/or adviser	
The evidence of consultation has been referred to in the scenario.	
Any documentation associated with evidence of consultation has been linked to the cover page.	
The proposed product	
The proposed product has been identified.	
The proposed product resolves the inadequacies identified or the unanswered question.	
The justification of the proposed product is approximately 250 words.	
Specific performance (success) criteria	
Specific performance criteria have been drawn up that make it possible to evaluate the success of the product in criterion E.	

B Solution overview	
Record of tasks	
The <i>Record of tasks</i> form has been used.	
The <i>Record of tasks</i> form refers to the product proposed in criterion A.	
The <i>Record of tasks</i> form has been updated during the lifetime of the solution.	
The <i>Record of tasks</i> form provides a realistic plan and timeline for managing the solution, including the gathering of necessary information, the development of the product and the testing process.	
Design overview	
The designs refer to the proposed product identified in criterion A and the <i>Record of tasks</i> form.	
The designs include a range of design levels.	
The design identifies a range of appropriate techniques and original thinking that will be used in the development of the product.	
The designs are in sufficient detail to indicate how the product will function.	
The test plan proposed addresses the main types of test appropriate to the product and relates to the specific performance criteria identified in criterion A.	

C Development	
The different techniques used to develop the product have been identified.	
The different algorithms used in the development of the product have been represented diagrammatically.	
The product includes a range of appropriate techniques.	
The appropriateness of the product structure has been justified.	
The explanation of why the techniques in the product have been used, including screenshots, has been included.	
All sources have been cited using an appropriate referencing style, for example, Harvard, MLA, and so on.	
The technical documentation is approximately 1,000 words.	

D Functionality and extensibility of product	
Functionality	
The product has sufficient extent to enable its effectiveness and functionality to be evaluated.	
The product has been thoroughly tested in a range of situations to ensure the product is functional.	
The tests used to ensure the functionality correspond to those in the completed test plan.	
The product has been tested in more than one location under different conditions such as on CD-ROM/DVD or USB.	
A video of the product functioning has been included in a commonly used format.	
Extensibility	
The design overview provides clear evidence of how the product could be further developed.	
Comments are used appropriately to indicate how the product could be maintained by a third party.	

E Evaluation	
Client and/or adviser feedback	
Any documentation associated with evidence of feedback has been linked to the cover page.	
Client and/or adviser evaluation	
The evaluation refers to the success criteria identified in criterion A.	
The evaluation explicitly refers to the feedback obtained from the client and/or adviser.	
Student recommendations	

The recommendations are appropriate to the client and/or adviser for the future development of the product.	
The evaluation of the product and future product development is approximately 500 words.	

Checks before submission	
Product	
One folder called "product" has been created, which holds the product.	
The product folder structure is intuitive and allows files to be located easily.	
There is the appropriate use of file/object/class names throughout the product.	
Comments have been used appropriately in the product.	
A video of the product functioning has been included in the documentation folder.	
Other evidence of the product functioning, such as files included on the CD-ROM/DVD or USB, or the link to the URL, are included where appropriate.	
Documentation	
One folder called "documentation" has been created, which holds the documentation files only.	
The documentation is easy to navigate and uses the file names prescribed in the guide.	

Cover page	
<i>The cover page is not assessed, but will assist the moderator in accessing the different components of the solution.</i>	
The cover page template has been used.	
The student's details have been added where appropriate.	
The cover page has been saved in HTML format.	
All links within the solution are relative.	
The cover page functions as intended.	

Appendix	
<i>The Appendix is not assessed, but will assist the moderator in accessing the different components of the solution.</i>	
The appendices have been linked to the cover page.	
Any documentary evidence of consultation with and/or feedback from the client is included.	

Any additional videos showing the product functioning have been referred to in the text and/or linked to the cover page.	
Any additional information in the appendix is clearly linked to the cover page.	

Final check	
The organization of the solution prescribed in the guide has been adhered to.	
The solution is no more than 2,000 words.	
The links within the product and documentation (where appropriate) are relative, allowing portability.	
The product has been tested in more than one location under different conditions.	
The <i>Record of tasks</i> form has been used as well as the cover page.	
Any appendices in the solution are clearly referenced in the main body of text.	