BLI-9   REPORT EVALUATION FORM

This form is to be completed by the Academic Supervisor after receiving the Industrial Training Report from the student. The completed form should then be handed to the Industrial Training coordinator within **SEVEN (7)** days after receiving the report.

UMS
UNIVERSITI MALAYSIA SABAH

SECTION A: STUDENT INFORMATION

Name of Student   : _____

Matric Num.   : ☐☐ ☐☐☐☐☐☐☐☐

Programme   : ☐ Software Engineering (HC00)   ☐ Network Engineering (HC05)

Course Code   : _____

SECTION B: REPORT EVALUATION

Please evaluate the report based on the following criteria (Please refer to the **rubric** on page 2 for marking scheme):

No.	Criteria	Weights	Marks (1 - 5)		Remarks
1	Introduction to organisation	10%	_____	/5 x 10 =	
2	Job training, experience and accomplishments	10%	_____	/5 x 10 =	
3	Project activities and tasks Performed	40%	_____	/5 x 40 =	
4	Suggestions/Resolutions and Conclusions	20%	_____	/5 x 20 =	
5	Report format	5%	_____	/5 x 5 =	
6	Complete and relevant	10%	_____	/5 x 10 =	
7	Clarity of language	5%	_____	/5 x 5 =	
Total Marks (40)			_____	/100 x 40 =	

Signature of academic supervisor

Name   :

Staff ID   :

Date   :

Official stamp

REPORT RUBRIC

NO	CRITERIA	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)
1	Introduction	None	Written too short	Shortly written	Well written	Clearly written inclusive of the industrial training
2	Job training, experience and accomplishments	None	Written too short	Shortly written	Well written	Clearly written inclusive of the industrial training
3	Project activities and tasks Performed	None	Written too short	Shortly written	Well written	Clearly written inclusive of the industrial training
4	Suggestions /Resolutions and Conclusions	None	Written too short	Shortly written	Well written	Clearly written and thoughtful inclusive of the LI objectives.
5	Report Format	Not according to the format	Meet less than half of the required report format.	Meet half of the required report format.	Meet more than half of the required report format	Meet the entire required report format.
6	Complete and relevant.	Does not meet the requirement set.	Too much important information are left out.	Few important information are left out.	All required important information are included, but some irrelevant information is also included.	All required important information are included
7	Clarity of language	Does not meet the academic writing standard.	There are many language mistakes; difficulties in understanding the report.	Most of the words used are unclear, incorrect and unsuitable which have an effect on the effectiveness of the report.	Most of the words used are clear, correct and suitable, except for few unsuitable words.	Uses of words are clear, correct and suitable.