

FINAL REPORT DOCUMENT EVALUATION SHEET

1. Students Name: _____
2. Programme : _____
3. ID No : _____
4. Place of Internship : _____
5. Period of Internship : _____

	ASPECTS	Percentage (allocated)	Percentage (obtained)
1	Executive Summary	5	
Other comments:			
2	Acknowledgement & Table of Contents	5	
3	Introduction	10	
4	Industrial Internship Projects & Main Activities (Technical Content, Industry-based Problem solving, Originality)	35	
5	Lesson learned & Experience Gained	15	
6	Discussion & Recommendations	20	
7	Conclusion & References	10	
	TOTAL	100	

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Mentor's Signature

Name :

Date :

ORAL PRESENTATION EVALUATION

(To be completed by both Internal Examiner and Company Supervisor if there. Please make copies if necessary)

Student's Name:	ID:
Programme:	
Place of Training:	Period of training:

CATEGORY	Criteria for Judging Quality	Please circle the appropriate grade for each category									(Marks Awarded)
		Excellent	Very Good	Good	Above Average	Average	Below Average	Poor	Marginal Pass	Failure	
Visual (Non-Verbal Communication) (10%)	<ul style="list-style-type: none"> • Appearance; Facial expression; Confidence • Gestures; Eye contact 	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
Content (40%)	Clear and concise background, objectives, continuity of content	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
	Analysis and Results Has performed suitable analysis of proposed design and presented thoughtful interpretation of results	A (20-17)	A- (16.5-16)	B+ (15.5-15)	B (14.5-13)	C+ (12.5-11)	C (10.5-10)	D+ (9.5-9)	D (8.5-8)	F (0-7.5)	
	Conclusions and recommendations • Adequacy of key ideas pertinent to objectives • Acceptable recommendations	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
Clarity of presentation (20%)	<ul style="list-style-type: none"> • Fluency and choice of words • Tone of voice (monotonous, intonation) 	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
	<ul style="list-style-type: none"> • Pace and continuity • Use of aids 	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
Questions and Answers (30%)	<ul style="list-style-type: none"> • Ability to listen, attitude towards person asking the question (defensive, respect) 	A (10-8.5)	A- (8)	B+ (7.5)	B (6.5-7)	C+ (5.5-6)	C (5)	D+ (4.5)	D (4)	F (0-3.5)	
	<ul style="list-style-type: none"> • Technical and factual accuracy; Grasp of subject • Creativity and ability to handle question – use of example • Ability to respond if cannot answer question 	A (20-17)	A- (16.5-16)	B+ (15.5-15)	B (14.5-13)	C+ (12.5-11)	C (10.5-10)	D+ (9.5-9)	D (8.5-8)	F (0-7.5)	
TOTAL SCORE											

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Internal Examiner/ Company supervisor' Signature

Name : _____

Date : _____