

**Department of Electronic and Electrical Engineering**  
**4<sup>th</sup> Year Group Project: Week 18 Assessment Form**  
**Return Deadline: Friday Week 18**

**Group:**

**Assessor:**

Indicate the level you believe the student has reached by a tick in the appropriate box. If you wish to indicate a borderline case, tick both boxes.

Please return to Lee Ford's pigeon hole by the end of week 18.

		Student name	Student name	Student name	Student name
<b>General Participation and Oral communication during project meetings</b>					
Serious communication difficulties	No marks				
A poor communicator, unprepared, minimal contribution.	Fail				
Prepared to some degree, struggles with basic concepts.	Pass				
	3rd				
Communicates reasonably well, may need prompting.	2.2				
Good communicator, contributes meaningfully to the discussion.	2.1				
	1st				
Strong communicator, leads the discussion.	Full Marks				
<b>Performance as group chair-person</b>					
No attempt to chair meetings.	No marks				
Poor co-ordination of meeting agenda.	Fail				
	Pass				
A reasonable/average attempt to co-ordinate the meeting agenda	3rd				
	2.2				
Good co-ordination of meeting agenda.	2.1				
	1st				
Excellent co-ordination of meeting agenda.	Full Marks				

## Performance as group secretary

No attempt as group secretary.	No marks				
Poor issue of agenda and documentation of meeting minutes.	Fail				
	Pass				
A reasonable/average attempt to issue agenda and document minutes.	3rd				
	2.2				
Good performance in the issue of meeting agenda and documentation of minutes	2.1				
	1st				
Excellent performance in the issue of meeting agenda and documentation of minutes	Full Marks				

## Log book

		Student name	Student name	Student name	Student name
No Submission	No Mark				
No worthwhile entries	Fail				
	Pass				
A reasonable entry but incomplete in parts or inconsistent.	3 <sup>rd</sup>				
	2.2				
A good log book.	2.1				
	1st				
An in-depth and well-structured log book.	Full marks				

Signature

Date: