KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

INDUSTRIAL TRAINING EVALUATION RUBRICS FORM

SECTION D: PRESENTATION (15%)

Instruction: please rate item below to reflect the student's performance

Name	NOR AMIRA NAJIHA BINTI ZAN AIZUDDIN		Reg. No:	17DDT22F1058
Programme	DDT			

NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) *Excellent*	**(4)** *Good*	**(3)** *Satisfactory*	**(2)** *Unsatisfactory / Limited*	**(1)** *Weak/Very Limited*	
1.	**TASK EXPLANATION** *Able to relate and present new information concepts, process with more organize and complete.*	2	3b	Student demonstrates knowledge (more than required) by answering all questions with explanations and elaboration.	Student demonstrates adequate knowledge by answering all questions with explanations and elaboration.	Student is at ease and answers most questions with explanations and some elaboration.	Student is uncomfortable with information and is able to answer only basic questions, but fails to elaborate.	Student does not have grasp of information and unable to answer questions about subject.	[/ 5]
2.	**STUDENT'S ATTITUDE AND PROFESSIONALISM** *Able to show appearance appropriate to situations and verbal response.*	3	5	Always show good attitude and behavior.	Sometimes show good attitude and behavior.	Occasionally show good attitude and behavior.	Seldom show good attitude and behavior.	Does not show good attitude and behavior.	[/ 5]
				Professional interaction is consistently shown throughout whole session.	Professional interaction is sometimes shown during the session.	Professional interaction is occasionally shown during the session.	Professional interaction is seldom shown during the session.	Professional interaction is not shown during the session.	[/ 5]
3.	**PERSONAL SKILLS** *Demonstrate confidence, social skills and self-control in the work place.*	6	4	Always display of self-confidence and able to sustain the audience's attention as well as shows very good self-control throughout the presentation.	Frequent display of self-confidence and able to get the audience's attention as well as shows good self-control during the presentation.	Occasionally display of self-confidence and able to grasp the audience's attention once a while as well as shows satisfactory self-control during the presentation.	Limited display of self-confidence in doing a task and lack of ability to gain audience's attention as well as shows lack of self-control during the presentation.	Very limited display of confident in doing a task and no ability to gain audience's attention as well as does not show self-control during the presentation.	[/ 5]
								TOTAL	[/ 20]

POLITEKNIK MALAYSIA

KEMENTERIAN PENDIDIKAN TINGGI
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INDUSTRIAL TRAINING EVALUATION RUBRICS FORM

SECTION E: STUDENT'S PROGRESS (15%)

Instruction: please rate item below to reflect the student's performance

Name	NOR AMIRA NAJIHA BINTI ZAN AIZUDDIN	Reg. No:	17DDT22F1058
Programme	DDT		

NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) *Excellent*	**(4)** *Good*	**(3)** *Satisfactory*	**(2)** *Unsatisfactory / Limited*	**(1)** *Weak/Very Limited*	
1.	**QUALITY OF PROGRESS REPORT** *Display quality of industrial report based on progress stage.*	1	3a	▪ Excellent quality of report; *and* ▪ Evaluation should be on duties/ tasks execution.	▪ Good quality of report; *and* ▪ Evaluation should be on duties/ tasks execution.	▪ Moderate quality of report; *and* ▪ Evaluation should be on duties/ tasks execution.	▪ Poor quality of report; *and* ▪ Evaluation should be on duties/ tasks execution.	▪ Very poor quality of report; *and* ▪ Evaluation should be on duties/ tasks execution.	[/ 5]
2.	**INFORMATION MANAGEMENT** *Ability to use and organize relevant information/digital technologies from various sources to write in industrial report.*	5	3c	▪ Industrial training activities are clearly constructed and reported; *and* ▪ Report is comprehensive and evidence of progress is attached as supporting document.	▪ Industrial training activities are constructed and reported; but some points are missing and not very clear; *and* ▪ Some evidence of progress is attached as supporting document.	▪ Industrial training activities are constructed and reported; but many points are missing and not clear; *and* ▪ Some evidence of progress is attached as supporting document.	▪ Industrial training activities are not well constructed and reported. Many points are missing and haphazard; *and* ▪ Limited evidence of progress is attached as supporting document.	▪ Industrial training activities are poorly constructed and reported. Major points are missing and seriously haphazard; *and* ▪ Very limited evidence of progress is attached as supporting document.	[/ 5]
3.	**WORK PLANNING** *Able to show work plan/ Gantt chart / scope of works to complete Industrial Training Report.*	6	4	▪ Excellent, completed and organized plan; *and* ▪ Work plan: - clear purpose;	Good and complete plan.	Moderate plan	Poor plan	Not provided	[/ 5]

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NO	ITEM/ CRITERIA	CLO	CLS	RATING					SCORE
				(5) *Excellent*	**(4)** *Good*	**(3)** *Satisfactory*	**(2)** *Unsatisfactory / Limited*	**(1)** *Weak/Very Limited*	
				- introduction and background; - determine goal and objective; - resources; - constraint; - accountability					
								TOTAL	[/ 15]

*Remark/ Noted***:**

1. CLO = Course Learning Outcomes
2. CLS = Clusters of Learning Outcomes (CLS):

(a). CLS 1 = Knowledge & Understanding

(b). CLS 2 = Cognitive Skills

(c). CLS 3a = Practical Skill

(d). CLS 3b = Interpersonal & Communication Skills

(e). CLS 3c = Digital & Numeracy Skills

(f). CLS 3d = Leadership, Autonomy & Responsibility

(g). CLS 4 = Personal & Entrepreneurial Skills

(h). CLS 5 = Ethics & Professionalism

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If this is a quick feedback. Based on students' performance at the workplace, please rate their English proficiency	RATING				
	(5) *Excellent*	**(4)** *Good*	**(3)** *Satisfactory*	**(2)** *Unsatisfactory / Limited*	**(1)** *Weak/Very Limited*
(a) **Communication**					
(b) **Writing**					

Comments/recommendations:

To be completed by Visiting Lecturer

Name   :

Designation   :

Date   :

Signature   :

Stamp   :