# Final assessment by the work placement tutor

The final assessment is planned as from week 14 of the work placement period. You can preferable fill in this document together with the work placement supervisor from NMCT. This document has 3 pages.

## Directions for scoring

Ask yourself the question, when assigning any partial score, to what extent the student has achieved the assessed competence. A good work placement deserves a normal score of 12 or 13. A score of 14 or more is applicable when a student can distinguish himself on several criteria..

|  |  |
| --- | --- |
| Competence management of every partial score | Score on 20 |
| The trainee masters the competence(s) to an exceptionally high extent | 16 + |
| The trainee masters the competence(s) to such extent that he/she distinguishes  himself/herself | 14 - 15 |
| The trainee masters the competence(s) well and smoothly | 12 - 13 |
| The trainee has achieved the competence(s) to an extent that enables him/her to function  to a sufficient extent on the labour market. | 10 - 11 |
| The trainee has not yet achieved the competence(s) to a sufficient extent in order to  function on the labour market | 7 - 9 |
| The trainee has not at all achieved the competence(s) to a sufficient extent | 0 - 6 |

### Key focus:

* Give examples if you note a score below 10 or above 15.
* Context where the trainee is working is important to be able to assess a specific competence.

|  |  |
| --- | --- |
| Competence present in the company or department or projectteam | Notation |
| The competence is not in the company or the trainee make not part of it | NA |
| The competence is hardly available in the company (10%) | few |
| At least 1 time in the week the competence is available in the company | typical |
| The competence is a daily need in the company. | strong |

### Inspirational questions supporting the competence list

Does the student adopt a positive work attitude? Does the student strictly follow the working hours and the agreements made? Does he make sufficient effort during the working hours, or does he maybe deliver extra efforts after the working hours? Are you astonished by the passion of the student or are you disappointed by it? Does the students keep the middle course when solving problems independently? Does the student make suggestions to even improve the project? In the end, does the student respect the agreements made or does he steer the project as it pleases him? Is there a smooth cooperation and communication with you, the colleagues and the customer? Is the student capable of estimating his proper timing well and does he follow the planning, agreements and deadlines?

Realisation by the student (status of the project). How did the run-in period in the assignment go? Could the student understand and analyse the given assignment well and could he run in smoothly in the existing environment(s) (if applicable)? Does the student have sufficient technical knowledge himself during the elaboration? Does he quickly master possible new techniques?

You can either fill the form on the back or online on [http://bit.ly/internshipformNMCT](http://bit.ly/internshipform)

|  |  |
| --- | --- |
| Identification | Date: |
| Trainee: | Tutor: |
| Organisation: | NMCT supervisor: |

|  |  |  |
| --- | --- | --- |
| Competence list: | Score student  (0-20) | Is in the company:  NA/ few/ typical/strong |
| **Project management**: Understands and supports the entire project management lifecycle with co-responsibility for the final product.  [OLR01] |  |  |
| **Data management:** Analyses, programs and integrate backend services  for management of data of an application.  [OLR02] |  |  |
| **Frontend:** Analyses, programs and integrate the frontend of an application.  [OLR03] |  |  |
| **Embedded software:** Analyses, programs and integrate embedded  software of a product for an application.  [OLR04] |  |  |
| **User experience:** Analyses, designs and integrate in a creative way  the user experience of an application.  [OLR05] |  |  |
| **Network:** Analyses, configures and integrate independently  a computer network for an application.   [OLR06] |  |  |
| **Device:** Analyses, configures and integrate goal oriented  a diverse set of devices for an application.  [OLR07] |  |  |
| **Entrepreneurship:** Takes initiative and has entrepreneurial behaviour.  [OLR10] |  |  |
| **Teamwork:** Cooperates constructively in a team.  [OLR11] |  |  |
| **Communication:** Communicates profession-aimed and professionally in the several phases of the project, both with specialists and with laymen.  [OLR12] |  |  |

**To what extent did the student work on the points he specifically had to work on?**

## Final product assessment

|  |  |
| --- | --- |
| Partial score | Assign on a score on 20 |
| Has the objective been achieved? |  |
| Is the work placement project finished? |  |
| Is the documentation OK (final report, archive and poster) |  |

### Information on the partial score “Has the objective been achieved”

Is the intended project realised as described in the project sheet? Has the student realised a challenge (did he achieve knowledge or techniques, did he make an original combination of existing technologies,...) ? Did the student make suggestions himself to even improve the project and did he realise these suggestions?

### Information on the partial score “Is the work placement project finished”?

Is the project finished: user-friendly, sufficiently and thoroughly tested, taking the details into account,... ?

### Information on the partial score “Is the documentation OK?”

Is the project completely documented in a sufficiently detailed way in the final report, according to your wishes (or the wishes of the customer)? Is there a link available to the archive (source code) so that it can be worked on further if necessary.

Did you see the work placement poster (representative for next year: examples on edition [2017](http://www.nmct.be/stage/uploads/2017/NMCTstageposters2017.pdf) or [2016](http://www.nmct.be/stage/uploads/2016/NMCTstageposters2016.pdf)). The student is allowed to make Infographics, Vacancy or Promo clip of his work placement project.