PRAK01

1. UNF

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Matric No. | Student Name | Semester | Session | Organization | OfficerID | Officer Name | Date |
| 254454 | Ramesh | 7 | 2018/2019 | SOC | 1111 | Ali | 15/11/2018 |
| 253055 | Khilan | 7 | 2018/2019 | COB | 2222 | Siti | 16/11/2018 |
| 253982 | Kavshik | 7 | 2018/2019 | SOC | 3333 | Ahmad | 18/11/2018 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section A | | | | | | | |
| SectionID | Knowledge | Verbal communication | Written communication | Social Skill & Responsibility | Values, Attitudes & Professionalism | Lifelong Learning | totalMarkA |
| 6001 | 2.75 | 3 | 2.25 | 2.375 | 3 | 2.25 | 15.625 |
| 6002 | 2.25 | 2.67 | 2.25 | 2.375 | 3 | 1.875 | 14.42 |
| 6003 | 2 | 3.67 | 1.5 | 1.5 | 2.33 | 1.6875 | 12.6875 |

|  |  |  |  |
| --- | --- | --- | --- |
| Section B | | | |
| SectionID | Practical – Project Presentation | Problem Solving | totalMarkB |
| 7001 | 6.39 | 7.5 | 13.89 |
| 7002 | 5.83 | 6.25 | 12.08 |
| 7003 | 7.78 | 5.625 | 13.405 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalA | MatricNo |
| 101 | Understanding of organization governance | 4 | 11 | 2.75 | 254454 |
| Knowledge of key business principle and practices | 3 |
| Ability to apply knowledge into practices | 4 |
| 102 | Understanding of organization governance | 3 | 9 | 2.25 | 253055 |
| Knowledge of key business principle and practices | 3 |
| Ability to apply knowledge into practices | 3 |
| 103 | Understanding of organization governance | 3 | 8 | 2 | 253982 |
| Knowledge of key business principle and practices | 3 |
| Ability to apply knowledge into practices | 2 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalB | MatricNo |
| 201 | Clear delivery of ideas | 3 | 9 | 3 | 254454 |
| Confident delivery of ideas | 3 |
| Effective articulate delivery of ideas | 3 |
| 202 | Clear delivery of ideas | 4 | 8 | 2.67 | 253055 |
| Confident delivery of ideas | 2 |
| Effective articulate delivery of ideas | 2 |
| 203 | Clear delivery of ideas | 4 | 11 | 3.67 | 253982 |
| Confident delivery of ideas | 4 |
| Effective articulate delivery of ideas | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalC | MatricNo |
| 301 | Clearly written academic discourse | 3 | 3 | 2.25 | 254454 |
| 302 | Clearly written academic discourse | 3 | 3 | 2.25 | 253055 |
| 303 | Clearly written academic discourse | 2 | 2 | 1.5 | 253982 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalD | MatricNo |
| 401 | Self-expression | 10 | 19 | 2.375 | 254454 |
| Interaction with others | 6 |
| Etiquette | 3 |
| 402 | Self-expression | 9 | 19 | 2.375 | 253055 |
| Interaction with others | 7 |
| Etiquette | 3 |
| 403 | Self-expression | 11 | 20 | 2.5 | 253982 |
| Interaction with others | 6 |
| Etiquette | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalE | MatricNo |
| 501 | Appearance | 3 | 9 | 3 | 254454 |
| Proactive & Volunteerism | 3 |
| Work Ethics | 3 |
| 502 | Appearance | 4 | 9 | 3 | 253055 |
| Proactive & Volunteerism | 3 |
| Work Ethics | 2 |
| 503 | Appearance | 2 | 7 | 2.33 | 253982 |
| Proactive & Volunteerism | 2 |
| Work Ethics | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalF | MatricNo |
| 601 | Self-Learning | 3 | 12 | 2.25 | 254454 |
| Interest | 4 |
| Initiative | 3 |
| Effort | 2 |
| 602 | Self-Learning | 3 | 10 | 1.875 | 253055 |
| Interest | 3 |
| Initiative | 3 |
| Effort | 1 |
| 603 | Self-Learning | 2 | 9 | 1.6875 | 253982 |
| Interest | 2 |
| Initiative | 1 |
| Effort | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalG | MatricNo |
| 701 | Purpose of presentation | 3 | 23 | 6.39 | 254454 |
|  | Content | 3 |
|  | Adapt delivery to audience level | 2 |
|  | Voice & pronunciation | 3 |
|  | Eye contact | 4 |
|  | Understand and respond to questions | 3 |
|  | Project demo | 2 |
|  | Beneficial to organization | 1 |
|  | Ready for implementation | 2 |
| 702 | Purpose of presentation | 2 | 21 | 5.83 | 253055 |
| Content | 3 |
| Adapt delivery to audience level | 2 |
| Voice & pronunciation | 3 |
| Eye contact | 4 |
| Understand and respond to questions | 1 |
| Project demo | 2 |
| Beneficial to organization | 1 |
| Ready for implementation | 3 |
| 703 | Purpose of presentation | 2 | 28 | 7.78 | 253982 |
| Content | 4 |
| Adapt delivery to audience level | 4 |
| Voice & pronunciation | 3 |
| Eye contact | 3 |
| Understand and respond to questions | 3 |
| Project demo | 4 |
| Beneficial to organization | 2 |
| Ready for implementation | 3 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute | Mark | Sub-total | TotalH | MatricNo |
| 801 | Problem Identification | 3 | 12 | 7.5 | 254454 |
| Analysis | 4 |
| Application | 3 |
| Decision Making | 2 |
| 802 | Problem Identification | 3 | 10 | 6.25 | 253055 |
| Analysis | 3 |
| Application | 3 |
| Decision Making | 1 |
| 803 | Problem Identification | 2 | 9 | 5.625 | 253982 |
| Analysis | 2 |
| Application | 1 |
| Decision Making | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section C | | | | | |
| SectionID | Overall Feedback | | | | |
| 8003 | Performance of student | Skills lacking | Expected skills | recruited | Performance of student |

1. 1NF

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Matric No. | Student Name | Semester | Session | Organization | OfficerID | Officer Name | Date | FormNumber |
| 254454 | Ramesh | 7 | 2018/2019 | SOC | 1111 | Ali | 15/11/2018 | 1001 |
| 253055 | Khilan | 7 | 2018/2019 | COB | 2222 | Siti | 16/11/2018 | 1002 |
| 253982 | Kavshik | 7 | 2018/2019 | SOC | 3333 | Ahmad | 18/11/2018 | 1003 |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Section A | | | | | | | |
| SectionID | Knowledge | Verbal communication | Written communication | Social Skill & Responsibility | Values, Attitudes & Professionalism | Lifelong Learning | totalMarkA |
| 6001 | 2.75 | 3 | 2.25 | 2.375 | 3 | 2.25 | 15.625 |
| 6002 | 2.25 | 2.67 | 2.25 | 2.375 | 3 | 1.875 | 14.42 |
| 6003 | 2 | 3.67 | 1.5 | 1.5 | 2.33 | 1.6875 | 12.6875 |

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| --- | --- | --- | --- |
| Section B | | | |
| SectionID | Practical – Project Presentation | Problem Solving | totalMarkB |
| 7001 | 6.39 | 7.5 | 13.89 |
| 7002 | 5.83 | 6.25 | 12.08 |
| 7003 | 7.78 | 5.625 | 13.405 |

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| --- | --- | --- | --- | --- | --- |
| Section C | | | | | |
| SectionID | Overall Feedback | | | | |
| 8003 | Performance of student | Skills lacking | Expected skills | recruited | Performance of student |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FormNumber | SectionA\_ID | totalMarkA | SectionB\_ID | totalMarkB | GrandTotal |
| 1001 | 6001 | 15.625 | 7001 | 13.89 | 29.515 |
| 1002 | 6002 | 14.42 | 7002 | 12.08 | 26.5 |
| 1003 | 6003 | 12.6875 | 7003 | 13.405 | 26.0925 |

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| Knowledge(sub-total/12\*3) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalA | matricNo |
| 101 | Understanding of organization governance | 4 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 4 | 11 | 2.75 | 254454 |
| 102 | Understanding of organization governance | 3 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 3 | 9 | 2.25 | 253055 |
| 103 | Understanding of organization governance | 3 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 2 | 8 | 2 | 253982 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Verbal communication(sub-total/12\*4) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 201 | Clear delivery of ideas | 3 | Confident delivery of ideas | 3 | Effective articulate delivery of ideas | 3 | 9 | 3 | 254454 |
| 202 | Clear delivery of ideas | 4 | Confident delivery of ideas | 2 | Effective articulate delivery of ideas | 2 | 8 | 2.67 | 253055 |
| 203 | Clear delivery of ideas | 4 | Confident delivery of ideas | 4 | Effective articulate delivery of ideas | 3 | 11 | 3.67 | 253982 |

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| --- | --- | --- | --- | --- | --- |
| Written communication(sub-total/4\*3) | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-total | totalC | matricNo |
| 301 | Clearly written academic discourse | 3 | 3 | 2.25 | 254454 |
| 302 | Clearly written academic discourse | 3 | 3 | 2.25 | 253055 |
| 303 | Clearly written academic discourse | 3 | 2 | 1.5 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Social Skill & Responsibility(sub-total/24\*3) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 401 | Self-expression | 10 | Interaction with others | 6 | Etiquette | 3 | 19 | 2.375 | 254454 |
| 402 | Self-expression | 9 | Interaction with others | 7 | Etiquette | 3 | 19 | 2.375 | 253055 |
| 403 | Self-expression | 11 | Interaction with others | 6 | Etiquette | 3 | 20 | 2.5 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Values, Attitudes & Professionalism(sub-total/12\*4) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 501 | Appearance | 3 | Proactive & Volunteerism | 3 | Work Ethics | 3 | 9 | 3 | 254454 |
| 502 | Appearance | 4 | Proactive & Volunteerism | 3 | Work Ethics | 2 | 9 | 3 | 253055 |
| 503 | Appearance | 2 | Proactive & Volunteerism | 2 | Work Ethics | 3 | 7 | 2.33 | 253982 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lifelong Learning(sub-total/16\*3) | | | | | | | | | |  |  |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-total | totalB | matricNo |
| 601 | Self-Learning | 3 | Interest | 4 | Initiative | 3 | Effort | 2 | 12 | 2.25 | 254454 |
| 602 | Self-Learning | 3 | Interest | 3 | Initiative | 3 | Effort | 1 | 10 | 1.875 | 253055 |
| 603 | Self-Learning | 2 | Interest | 2 | Initiative | 1 | Effort | 4 | 9 | 1.6875 | 253982 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Practical-Project Presentation(sub-total/36\*10) | | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-attribute (5) | Mark (5) |
| 701 | Purpose of presentation | 3 | Content | 3 | Adapt delivery to audience level | 2 | Voice & pronunciation | 3 | Eye contact | 4 |
| 702 | Purpose of presentation | 2 | Content | 3 | Adapt delivery to audience level | 2 | Voice & pronunciation | 3 | Eye contact | 4 |
| 703 | Purpose of presentation | 2 | Content | 4 | Adapt delivery to audience level | 4 | Voice & pronunciation | 3 | Eye contact | 3 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute (6) | Mark (6) | Sub-attribute (7) | Mark (7) | Sub-attribute (8) | Mark (8) | Sub-attribute (9) | Mark (9) | Sub-total | totalG | matricNo |
| 701 | Understand and respond to questions | 3 | Project demo | 2 | Beneficial to organization | 1 | Ready for implementation | 2 | 23 | 6.39 | 254454 |
| 702 | Understand and respond to questions | 1 | Project demo | 2 | Beneficial to organization | 1 | Ready for implementation | 3 | 21 | 5.83 | 253055 |
| 703 | Understand and respond to questions | 3 | Project demo | 4 | Beneficial to organization | 2 | Ready for implementation | 3 | 28 | 7.78 | 253982 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Problem Solving (sub-total/16\*10) | | | | | | | | | |  |  |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-total | totalH | matricNo |
| 801 | Problem Identification | 3 | Analysis | 4 | Application | 3 | Decision Making | 2 | 12 | 7.5 | 254454 |
| 802 | Problem Identification | 3 | Analysis | 3 | Application | 3 | Decision Making | 1 | 10 | 6.25 | 253055 |
| 803 | Problem Identification | 2 | Analysis | 2 | Application | 1 | Decision Making | 4 | 9 | 5.625 | 253982 |

1. 2NF

Table 1: Student

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Matric No. | Student Name | Semester | Session | Organization |
| 254454 | Ramesh | 7 | 2018/2019 | SOC |
| 253055 | Khilan | 7 | 2018/2019 | COB |
| 253982 | Kavshik | 7 | 2018/2019 | SOC |

Table 2: Officer

|  |  |  |
| --- | --- | --- |
| Officer ID | Officer Name | Date |
| 1111 | Ali | 15/11/2018 |
| 2222 | Siti | 16/11/2018 |
| 3333 | Ahmad | 18/11/2018 |

Table 3:

Table 3: Evaluation Form

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Matric No. | Student Name | Semester | Session | Organization | Officer Name | Date | FormNumber |
| 254454 | Ramesh | 7 | 2018/2019 | SOC | Ali | 15/11/2018 | 1001 |
| 253055 | Khilan | 7 | 2018/2019 | COB | Siti | 16/11/2018 | 1002 |
| 253982 | Kavshik | 7 | 2018/2019 | SOC | Ahmad | 18/11/2018 | 1003 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Section A | | | | | | | |
| SectionID | Knowledge | Verbal communication | Written communication | Social Skill & Responsibility | Values, Attitudes & Professionalism | Lifelong Learning | totalMarkA |
| 6001 | 2.75 | 3 | 2.25 | 2.375 | 3 | 2.25 | 15.625 |
| 6002 | 2.25 | 2.67 | 2.25 | 2.375 | 3 | 1.875 | 14.42 |
| 6003 | 2 | 3.67 | 1.5 | 1.5 | 2.33 | 1.6875 | 12.6875 |

|  |  |  |  |
| --- | --- | --- | --- |
| Section B | | | |
| SectionID | Practical – Project Presentation | Problem Solving | totalMarkB |
| 7001 | 6.39 | 7.5 | 13.89 |
| 7002 | 5.83 | 6.25 | 12.08 |
| 7003 | 7.78 | 5.625 | 13.405 |

|  |  |
| --- | --- |
| Section C | |
| SectionID | Overall Feedback |
| 8003 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FormNumber | SectionA\_ID | totalMarkA | SectionB\_ID | totalMarkB | GrandTotal |
| 1001 | 6001 | 15.625 | 7001 | 13.89 | 29.515 |
| 1002 | 6002 | 14.42 | 7002 | 12.08 | 26.5 |
| 1003 | 6003 | 12.6875 | 7003 | 13.405 | 26.0925 |

Table 4: Section A

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Knowledge(sub-total/12\*3) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalA | matricNo |
| 101 | Understanding of organization governance | 4 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 4 | 11 | 2.75 | 254454 |
| 102 | Understanding of organization governance | 3 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 3 | 9 | 2.25 | 253055 |
| 103 | Understanding of organization governance | 3 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 2 | 8 | 2 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Verbal communication(sub-total/12\*4) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 201 | Clear delivery of ideas | 3 | Confident delivery of ideas | 3 | Effective articulate delivery of ideas | 3 | 9 | 3 | 254454 |
| 202 | Clear delivery of ideas | 4 | Confident delivery of ideas | 2 | Effective articulate delivery of ideas | 2 | 8 | 2.67 | 253055 |
| 203 | Clear delivery of ideas | 4 | Confident delivery of ideas | 4 | Effective articulate delivery of ideas | 3 | 11 | 3.67 | 253982 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Written communication(sub-total/4\*3) | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-total | totalC | matricNo |
| 301 | Clearly written academic discourse | 3 | 3 | 2.25 | 254454 |
| 302 | Clearly written academic discourse | 3 | 3 | 2.25 | 253055 |
| 303 | Clearly written academic discourse | 3 | 2 | 1.5 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Social Skill & Responsibility(sub-total/24\*3) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 401 | Self-expression | 10 | Interaction with others | 6 | Etiquette | 3 | 19 | 2.375 | 254454 |
| 402 | Self-expression | 9 | Interaction with others | 7 | Etiquette | 3 | 19 | 2.375 | 253055 |
| 403 | Self-expression | 11 | Interaction with others | 6 | Etiquette | 3 | 20 | 2.5 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Values, Attitudes & Professionalism(sub-total/12\*4) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 501 | Appearance | 3 | Proactive & Volunteerism | 3 | Work Ethics | 3 | 9 | 3 | 254454 |
| 502 | Appearance | 4 | Proactive & Volunteerism | 3 | Work Ethics | 2 | 9 | 3 | 253055 |
| 503 | Appearance | 2 | Proactive & Volunteerism | 2 | Work Ethics | 3 | 7 | 2.33 | 253982 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lifelong Learning(sub-total/16\*3) | | | | | | | | | |  |  |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-total | totalB | matricNo |
| 601 | Self-Learning | 3 | Interest | 4 | Initiative | 3 | Effort | 2 | 12 | 2.25 | 254454 |
| 602 | Self-Learning | 3 | Interest | 3 | Initiative | 3 | Effort | 1 | 10 | 1.875 | 253055 |
| 603 | Self-Learning | 2 | Interest | 2 | Initiative | 1 | Effort | 4 | 9 | 1.6875 | 253982 |

Table 5: Section B

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Practical-Project Presentation(sub-total/36\*10) | | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-attribute (5) | Mark (5) |
| 701 | Purpose of presentation | 3 | Content | 3 | Adapt delivery to audience level | 2 | Voice & pronunciation | 3 | Eye contact | 4 |
| 702 | Purpose of presentation | 2 | Content | 3 | Adapt delivery to audience level | 2 | Voice & pronunciation | 3 | Eye contact | 4 |
| 703 | Purpose of presentation | 2 | Content | 4 | Adapt delivery to audience level | 4 | Voice & pronunciation | 3 | Eye contact | 3 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute (6) | Mark (6) | Sub-attribute (7) | Mark (27) | Sub-attribute (8) | Mark (8) | Sub-attribute (9) | Mark (9) | Sub-total | totalG | matricNo |
| 701 | Understand and respond to questions | 3 | Project demo | 2 | Beneficial to organization | 1 | Ready for implementation | 2 | 23 | 6.39 | 254454 |
| 702 | Understand and respond to questions | 1 | Project demo | 2 | Beneficial to organization | 1 | Ready for implementation | 3 | 21 | 5.83 | 253055 |
| 703 | Understand and respond to questions | 3 | Project demo | 4 | Beneficial to organization | 2 | Ready for implementation | 3 | 28 | 7.78 | 253982 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Problem Solving (sub-total/16\*10) | | | | | | | | | |  |  |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-total | totalH | matricNo |
| 801 | Problem Identification | 3 | Analysis | 4 | Application | 3 | Decision Making | 2 | 12 | 7.5 | 254454 |
| 802 | Problem Identification | 3 | Analysis | 3 | Application | 3 | Decision Making | 1 | 10 | 6.25 | 253055 |
| 803 | Problem Identification | 2 | Analysis | 2 | Application | 1 | Decision Making | 4 | 9 | 5.625 | 253982 |

Table 6: Section C

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Feedback | | | |
| Performance of student | Skills lacking | Expected skills | recruited |

1. 3NF

Table 1: Student

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Matric No. | Student Name | Semester | Session | Organization |
| 254454 | Ramesh | 7 | 2018/2019 | SOC |
| 253055 | Khilan | 7 | 2018/2019 | COB |
| 253982 | Kavshik | 7 | 2018/2019 | SOC |

Table 2: Officer

|  |  |
| --- | --- |
| Officer Name | Date |
| Ali | 15/11/2018 |
| Siti | 16/11/2018 |
| Ahmad | 18/11/2018 |

Table 3: Evaluation Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section A | | | | | | Section B | | Section C | Grand Total |
| Knowledge | Verbal communication | Written communication | Social Skill & Responsibility | Values, Attitudes & Professionalism | Lifelong Learning | Practical – Project Presentation | Problem Solving | Overall Feedback |  |
| 2.75 | 3 | 2.25 | 2.375 | 3 | 2.25 | 6.39 | 7.5 |  | 29.515 |
| 2.25 | 2.67 | 2.25 | 2.375 | 3 | 1.875 | 5.83 | 6.25 |  | 26.5 |
| 2 | 3.67 | 1.5 | 1.5 | 2.33 | 1.6875 | 7.78 | 5.625 |  | 26.0925 |

Table 4: Section A

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Knowledge(sub-total/12\*3) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalA | matricNo |
| 101 | Understanding of organization governance | 4 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 4 | 11 | 2.75 | 254454 |
| 102 | Understanding of organization governance | 3 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 3 | 9 | 2.25 | 253055 |
| 103 | Understanding of organization governance | 3 | Knowledge of key business principle and practices | 3 | Ability to apply knowledge into practices | 2 | 8 | 2 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Verbal communication(sub-total/12\*4) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 201 | Clear delivery of ideas | 3 | Confident delivery of ideas | 3 | Effective articulate delivery of ideas | 3 | 9 | 3 | 254454 |
| 202 | Clear delivery of ideas | 4 | Confident delivery of ideas | 2 | Effective articulate delivery of ideas | 2 | 8 | 2.67 | 253055 |
| 203 | Clear delivery of ideas | 4 | Confident delivery of ideas | 4 | Effective articulate delivery of ideas | 3 | 11 | 3.67 | 253982 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Written communication(sub-total/4\*3) | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-total | totalC | matricNo |
| 301 | Clearly written academic discourse | 3 | 3 | 2.25 | 254454 |
| 302 | Clearly written academic discourse | 3 | 3 | 2.25 | 253055 |
| 303 | Clearly written academic discourse | 3 | 2 | 1.5 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Social Skill & Responsibility(sub-total/24\*3) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 401 | Self-expression | 10 | Interaction with others | 6 | Etiquette | 3 | 19 | 2.375 | 254454 |
| 402 | Self-expression | 9 | Interaction with others | 7 | Etiquette | 3 | 19 | 2.375 | 253055 |
| 403 | Self-expression | 11 | Interaction with others | 6 | Etiquette | 3 | 20 | 2.5 | 253982 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Values, Attitudes & Professionalism(sub-total/12\*4) | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-total | totalB | matricNo |
| 501 | Appearance | 3 | Proactive & Volunteerism | 3 | Work Ethics | 3 | 9 | 3 | 254454 |
| 502 | Appearance | 4 | Proactive & Volunteerism | 3 | Work Ethics | 2 | 9 | 3 | 253055 |
| 503 | Appearance | 2 | Proactive & Volunteerism | 2 | Work Ethics | 3 | 7 | 2.33 | 253982 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lifelong Learning(sub-total/16\*3) | | | | | | | | | |  |  |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-total | totalB | matricNo |
| 601 | Self-Learning | 3 | Interest | 4 | Initiative | 3 | Effort | 2 | 12 | 2.25 | 254454 |
| 602 | Self-Learning | 3 | Interest | 3 | Initiative | 3 | Effort | 1 | 10 | 1.875 | 253055 |
| 603 | Self-Learning | 2 | Interest | 2 | Initiative | 1 | Effort | 4 | 9 | 1.6875 | 253982 |

Table 5: Section B

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Practical-Project Presentation(sub-total/36\*10) | | | | | | | | | | |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-attribute (5) | Mark (5) |
| 701 | Purpose of presentation | 3 | Content | 3 | Adapt delivery to audience level | 2 | Voice & pronunciation | 3 | Eye contact | 4 |
| 702 | Purpose of presentation | 2 | Content | 3 | Adapt delivery to audience level | 2 | Voice & pronunciation | 3 | Eye contact | 4 |
| 703 | Purpose of presentation | 2 | Content | 4 | Adapt delivery to audience level | 4 | Voice & pronunciation | 3 | Eye contact | 3 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sub-number | Sub-attribute (6) | Mark (6) | Sub-attribute (7) | Mark (27) | Sub-attribute (8) | Mark (8) | Sub-attribute (9) | Mark (9) | Sub-total | totalG | matricNo |
| 701 | Understand and respond to questions | 3 | Project demo | 2 | Beneficial to organization | 1 | Ready for implementation | 2 | 23 | 6.39 | 254454 |
| 702 | Understand and respond to questions | 1 | Project demo | 2 | Beneficial to organization | 1 | Ready for implementation | 3 | 21 | 5.83 | 253055 |
| 703 | Understand and respond to questions | 3 | Project demo | 4 | Beneficial to organization | 2 | Ready for implementation | 3 | 28 | 7.78 | 253982 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Problem Solving (sub-total/16\*10) | | | | | | | | | |  |  |
| Sub-number | Sub-attribute (1) | Mark (1) | Sub-attribute (2) | Mark (2) | Sub-attribute (3) | Mark (3) | Sub-attribute (4) | Mark (4) | Sub-total | totalH | matricNo |
| 801 | Problem Identification | 3 | Analysis | 4 | Application | 3 | Decision Making | 2 | 12 | 7.5 | 254454 |
| 802 | Problem Identification | 3 | Analysis | 3 | Application | 3 | Decision Making | 1 | 10 | 6.25 | 253055 |
| 803 | Problem Identification | 2 | Analysis | 2 | Application | 1 | Decision Making | 4 | 9 | 5.625 | 253982 |

Table 6: Section C

|  |  |  |  |
| --- | --- | --- | --- |
| Overall Feedback | | | |
| Performance of student | Skills lacking | Expected skills | recruited |

Table 7: Full Table

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Matric No. | Student Name | Officer Name | Date | FormNumber | SectionA\_ID | totalMarkA | SectionB\_ID | totalMarkB | Grand Total |
| 254454 | Ramesh | Ali | 15/11/2018 | 1001 | 6001 | 15.625 | 7001 | 13.89 | 29.515 |
| 253055 | Khilan | Siti | 16/11/2018 | 1002 | 6002 | 14.42 | 7002 | 12.08 | 26.5 |
| 253982 | Kavshik | Ahmad | 18/11/2018 | 1003 | 6003 | 12.6875 | 7003 | 13.405 | 26.0925 |

References

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