



## F16 – SPECIAL EVALUATION REPORT EVALUATION FORM

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>STUDENT NAME</b>  |  | <b>STUDENT ID</b> |  |
| <b>PROGRAM</b>       |  |                   |  |
| <b>SUPERVISOR</b>    |  |                   |  |
| <b>PROJECT TITLE</b> |  |                   |  |
| <b>HANDOVER DATE</b> |  |                   |  |

| Assessment Criteria<br>(CLO 1)   | Weight<br>(W) | Score<br>(S)<br>(0-10)<br>(**Refer<br>rubric) | Marks<br>(W*S) |
|--|---------------|---|----------------|
| 1. <b><u>Abstract</u></b><br>(Summarizes the whole project – consists of project motivation, methodology, findings and future work.)   | 1             |   |                |
| 2. <b><u>Introduction</u></b><br>(Appropriate title; clear problem statement; well-defined project scope; clear, measurable and achievable objectives; and significant to the community and practitioners.)  | 1             |   |                |
| 3. <b><u>Literature Review</u></b><br>(Review of current, related literature and research reports. Consist of relevant, correct facts and substantial references - able to identify, collect, summarize and analyze relevant and latest/issues of subject matter.) | 1             |   |                |
| 4. <b><u>Methodology</u></b><br>(A detailed and in depth explanation of the appropriate approach, methods, sources and deliverables in accomplishing the project.)   | 2             |   |                |
| 5. <b><u>Conclusion and Recommendations</u></b><br>(Conclusion of what has been achieved, explaining limitations/problems and recommendation for future work.)   | 2             |   |                |
| 6. <b><u>Report Presentation</u></b><br>(Structure, organisation and standard report format. Clarity of language, consistency of the content, logical flow and use of figurative language for all materials.)  | 1             |   |                |
| 7. <b><u>References and Citations</u></b><br>(Standard citation and references based on the guideline given. Valid source of references and other appropriate supporting documents.)   | 2             |   |                |
| 8. <b><u>Progress Evaluation (supervisor only)</u></b><br>(This may include supervisory meetings (Project In-Progress Form-F3), supervisory independency, responsibilities, commitment, maturity, etc.)  | 1             |   |                |
| <b>TOTAL CLO 1</b>   |               |   |                |
| Supervisor (25%)   |               | Examiner (20%)                                |                |

| Assessment Criteria<br>(CLO 4)   | Weight<br>(W) | Score<br>(S)<br>(1-10)<br>(**Refer<br>rubric) | Marks<br>(W*S) |
|--|---------------|---|----------------|
| <b>9. Development</b><br>(Algorithm/ prototype/ coding/user interface/ documentation/ Design Artifact/ Requirement Diagram/ Design Diagram that appropriate to the discipline)   | 5             |   |                |
| <b>10. Findings/ Discussion</b><br>(The result of research carried out to solve the problem defined. This may include analysis/ usability/ design/ implementation/ testing/ evaluation, validation/ prototype or framework that appropriate to the discipline) | 5             |   |                |
| <b>TOTAL CLO 4</b>   |               |   |                |
| Supervisor (5%)  | Examiner (5%) |   |                |

**Comments:**

**Name of Supervisor/Examiner:**

**Date:**

**Signature:**

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| No. | Assessment Criteria      | Excellence (8-10)   | Good (6-7)  | Satisfactory (5)  | Poor (1-4)   |
|-----|--------------------------|---|---|---|--|
| 1.  | <b>Abstract</b>          | Highly reflects the following elements:<br><ul style="list-style-type: none"> <li>• Project motivation</li> <li>• Methodology</li> <li>• Findings</li> <li>• Future work</li> </ul>   | Clearly reflects the following elements:<br><ul style="list-style-type: none"> <li>• Project motivation</li> <li>• Methodology</li> <li>• Findings</li> <li>• Future work</li> </ul>  | Adequately reflects the following elements:<br><ul style="list-style-type: none"> <li>• Project motivation</li> <li>• Methodology</li> <li>• Findings</li> <li>• Future work</li> </ul>   | Does not reflect the following elements:<br><ul style="list-style-type: none"> <li>• Project motivation</li> <li>• Methodology</li> <li>• Findings</li> <li>• Future work</li> </ul>   |
| 2.  | <b>Introduction</b>      | <ul style="list-style-type: none"> <li>• Working title that clearly reflects the project.</li> <li>• Well defined problem statement. Provides exceptionally clear context supporting rationale for project; clear statement of why project is needed.</li> <li>• Objectives - highly reflect the following elements:<br/> a. Specific<br/> b. Measurable<br/> c. Achievable<br/> d. Realistic<br/> e. Timeliness</li> <li>• Well-defined project scope.</li> <li>• Project highly relevant to the community and practitioners.</li> </ul> | <ul style="list-style-type: none"> <li>• Working title that reflects the project.</li> <li>• Clear problem statement. Provides clear context supporting rationale for project; clear statement of why project is needed.</li> <li>• Objectives - clearly reflect the following elements:<br/> a. Specific<br/> b. Measurable<br/> c. Achievable<br/> d. Realistic<br/> e. Timeliness</li> <li>• Clear project scope.</li> <li>• Project relevant to the community and practitioners.</li> </ul> | <ul style="list-style-type: none"> <li>• Appropriate working title that reflects the project.</li> <li>• Adequate problem statement. Provides context supporting rationale for project; statement of why project is needed.</li> <li>• Objectives - adequately reflect the following elements:<br/> a. Specific<br/> b. Measurable<br/> c. Achievable<br/> d. Realistic<br/> e. Timeliness</li> <li>• Adequate project scope.</li> <li>• Project adequately relevant to the community and practitioners.</li> </ul> | <ul style="list-style-type: none"> <li>• Inappropriate working title that reflects the project.</li> <li>• Unclear problem statement, poor statement of context supporting rationale for project, statement of why project is needed.</li> <li>• Objectives - does not reflect the following elements:<br/> a. Specific<br/> b. Measurable<br/> c. Achievable<br/> d. Realistic<br/> e. Timeliness</li> <li>• Not well-defined project scope.</li> <li>• Project not relevant to the community and practitioners.</li> </ul> |
| 3.  | <b>Literature Review</b> | Thorough review of relevant and empirical sources, citing seminal works in the field. Exemplary synthesis and organization of literature that is clearly linked to project question. Specific attention to diversity issues pertaining to project topic.  | Good review of relevant and empirical sources, citing seminal works in the field. Good synthesis and organization of literature that is clearly linked to project question. Attention to diversity issues pertaining to project topic.  | Adequate review of relevant and empirical sources. Adequate synthesis and organization of literature that is linked to project question. Some attention to diversity issues pertaining to project topic.  | Incomplete or poorly developed review of literature; problems with organization; weak linkage to project topic.  |

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| No. | Assessment Criteria                          | Excellence (8-10)   | Good (6-7)   | Satisfactory (5)  | Poor (1-4)  |
|-----|--|---|--|---|---|
| 4.  | <b>Methodology</b>                           | Highly reflects the following elements:<br><ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul>  | Clearly reflects the following elements:<br><ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul>  | Adequately reflects the following elements:<br><ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul>  | Poorly reflects the following elements:<br><ul style="list-style-type: none"> <li>• Approach</li> <li>• Methods</li> <li>• Design</li> <li>• Deliverables</li> </ul>  |
| 5.  | <b>Conclusion and Recommendations</b>        | Conclusion includes the findings, lesson learned from the project. Future recommendations to real life situations are highly stated.  | Conclusion includes the findings and lesson learned from the project. Recommendations for future work are stated.  | Conclusion includes the findings or lesson learned from the project. Some recommendations for future work are stated.   | No conclusion or recommendations were included in the report.   |
| 6.  | <b>Report Presentation</b>                   | <ul style="list-style-type: none"> <li>• The report is well structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete and grammatical, and they flow together easily.</li> <li>• All figures, graphs, charts and drawings are accurate, consistent with the text and of good quality.</li> </ul> | <ul style="list-style-type: none"> <li>• The report is structured and organized following the standard research reporting procedure/format.</li> <li>• Sentences are complete with minor grammatical errors.</li> <li>• Figures, graphs, charts and drawings are not accurate but consistent with the text.</li> </ul> | <ul style="list-style-type: none"> <li>• The report is poorly structured and organized but following the standard research reporting procedure/format.</li> <li>• Sentences are complete with major grammatical errors.</li> <li>• Figures, graphs, charts and drawings are not accurate and not consistent with the text.</li> </ul> | <ul style="list-style-type: none"> <li>• The report does not follow the standard research reporting procedure/format.</li> <li>• Poor grammar structure.</li> <li>• All figures, graphs, charts and drawings are of bad quality.</li> </ul> |
| 7.  | <b>References and Citations</b>              | <ul style="list-style-type: none"> <li>• Contain relevant references and citations.</li> </ul>  | <ul style="list-style-type: none"> <li>• Contain some relevant references and citations.</li> </ul>  | <ul style="list-style-type: none"> <li>• Contain a few relevant references and citations.</li> </ul>  | <ul style="list-style-type: none"> <li>• Contain irrelevant references and very few citations.</li> </ul>   |
| 8.  | <b>Progress Evaluation (Supervisor only)</b> | Students highly adhere to the following elements:<br><ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul>   | Students adhere to the following elements:<br><ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul>   | Students moderately adhere to the following elements:<br><ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul>   | Students poorly adhere to the following elements:<br><ul style="list-style-type: none"> <li>• Meetings</li> <li>• Responsibility</li> <li>• Commitment</li> <li>• Independence</li> <li>• Maturity</li> <li>• Attitude</li> </ul>           |

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| No. | Assessment Criteria         | Excellence (8-10)  | Good (6-7)   | Satisfactory (5)   | Poor (1-4)   | 0           |
|-----|-----------------------------|--|--|--|--|-------------|
| 9.  | <b>Development</b>          | Comprehensive examination and explanation of the interaction between parameters and system function in the development process.  | Detailed examination and explanation of the interaction between parameters and system function in the development process.   | Appropriate examination and explanation of the interaction between parameters and system function in the development process.  | Incomplete examination and explanation of the interaction between parameters and system function in the development process. | No evidence |
| 10. | <b>Findings /Discussion</b> | Professional looking and accurate representation of the result in tables and/or graphs. Graphs and tables are labelled and titled. Critical analysis of the results is presented.<br><br>Comprehensive discussion of the result is articulated in an excellent manner. | Accurate representation of the result in tables and/or graphs. Graphs and tables are labelled and titled. Contain some result analysis. Detailed discussion of the result is articulated in a well manner. | Accurate representations of the result in written form, but no graphs or tables are presented. Appropriate discussion of the result is articulated in a good manner. | Results are not shown or are inaccurate.<br><br>Incomplete Discussion of the result is articulated.                          | No evidence |