**BCCE301 - Academic** **Supervisor’s (AS) halfway assessment on the BICT student working in the organisation**

At the halfway point, (see full Course Outline notes) this sheet is used to assess the student’s progress on the project. The mark out of 10 represents 10% of the student’s total course marks. Additional comments (always appreciated) can be attached on a separate sheet.

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Outcome** | **5**  Exceptional | **4**  Very good | **3**  Good | **2**  Insufficient | **1**  Poor | **0**  No |
| **1** | Student created a proposal that clearly identifies a suitable mix of achievable objectives, well laid out, easily read and a professional appearance. |  |  |  |  |  |  |
| **2** | Student has made adequate progress, following stages identified in the proposal - they are following the agreed or amended plan. |  |  |  |  |  |  |
| **3** | Student has maintained effective communication throughout the project’s development, keeping Supervisor informed of significant events |  |  |  |  |  |  |
| **4** | Oral communication is effective – student expresses intentions clearly |  |  |  |  |  |  |
| **5** | Written communication is effective – appropriate tone and style throughout |  |  |  |  |  |  |
| **6** | Student initiated/attended all scheduled meetings as and when required by the Supervisor or adequately explained their absence in a timely fashion |  |  |  |  |  |  |
| **7** | Student created, maintained and applied effective quality assurance plan |  |  |  |  |  |  |
| **8** | Student has created, maintained and applied effective risk management plan |  |  |  |  |  |  |
| **9** | Problems/issues (affecting project progress) were identified and effectively communicated to the appropriate person in a timely manner |  |  |  |  |  |  |
| **10** | Student has adjusted/confirmed the project’s final objectives/outcomes in light of halfway progress achieved; is asserting control of the project |  |  |  |  |  |  |
|  | Total = (Sum of scores above/5), rounded - please circle a number → | 10 9 8 7 6 5 4 3 2 1 0 | | | | | |

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