

**3NF**

MatricNo.	Student Name	Organization	Session

MatricNo.	Officer Name

MatricNo.	Date

Officer_ID	Organization

## Knowledge

Knowledge_ID	Type of Mark
K001	0 Poor
K001	1 Weak
K001	2 Fair
K001	3 Good
K001	4 Excellent
K001	0 Poor
K001	1 Weak
K001	2 Fair
K001	3 Good

K001	<b>4</b> <b>Excellent</b>
K001	<b>0</b> <b>Poor</b>
K001	<b>1</b> <b>Weak</b>
K001	<b>2</b> <b>Fair</b>
K001	<b>3</b> <b>Good</b>
K001	<b>4</b> <b>Excellent</b>

<b>Knowledge_ID</b>	<b>Activity</b>
K001	Poor understanding of the organization governance
K001	Limited understanding of the organization governance
K001	Fair understanding of the organization governance

K001	Good understanding of the organization governance
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Knowledge_ID	Activity
K001	Poor understanding of the organization governance
K001	Limited understanding of the organization governance
K001	Fair understanding of the organization governance
K001	Good understanding of the organization governance
K001	Excellent understanding of the organization governance and can explain off hands
K001	Do not understand the important information from a business point of view
K001	Poor understanding what is Important from a business point of view

K001	Often need guidance in understanding what is important from a business point of view
K001	Good understanding of the important information from a business point of view and able to use it to solve relevant problems
K001	Excellent understanding of the important information; able to use it to solve relevant problems and identify new business opportunities
K001	Do not demonstrate skills in applying knowledge to practical problems
K001	Demonstrates minimal skills in applying knowledge to practical problems
K001	Demonstrates moderate skills in applying knowledge to practical problems
K001	Demonstrates reasonable skills in applying knowledge to practical problems
K001	Demonstrates excellent skills in applying knowledge to practical problems

K001	Demonstrates excellent skills in applying knowledge to practical problems
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### Verbal Communication

Verbal_ID	Sub_Attribute
V001	Clear delivery of ideas
V001	Confident delivery of ideas
V001	Effective & articulate delivery of ideas

Verbal_ID	Type of Mark
V001	0 Poor
V001	1 Weak
V001	2 Fair
V001	3 Good
V001	4 Excellent
V001	0 Poor

V001	<b>1</b> <b>Weak</b>
V001	<b>2</b> <b>Fair</b>
V001	<b>3</b> <b>Good</b>
V001	<b>4</b> <b>Excellent</b>
V001	<b>0</b> <b>Poor</b>
V001	<b>1</b> <b>Weak</b>
V001	<b>2</b> <b>Fair</b>
V001	<b>3</b> <b>Good</b>
V001	<b>4</b> <b>Excellent</b>

<b>Verbal_ID</b>	<b>Activity</b>
V001	Not able to deliver ideas clearly and require major improvements
V001	Able to deliver ideas and require further improvements

V001	Able to deliver some ideas and require minor improvements
V001	Able to deliver ideas fairly clearly
V001	Able to deliver various ideas with great clarity
V001	Not able to deliver ideas confidently
V001	Able to deliver ideas with limited confidence and require further improvements.
V001	Able to deliver ideas with some confidence but still require minor improvements
V001	Able to deliver ideas fairly confidently
V001	Able to deliver ideas confidently
V001	Not able to deliver ideas
V001	Able to deliver ideas
V001	Able to deliver ideas with limited effect and require



	further improvements
V001	Able to deliver ideas fairly effectively and require minor improvements
V001	Able to deliver ideas effectively and articulately

Verbal_ID	Sub_Total
V001	

Verbal_ID	Total_B
V001	

## Written Communication

Written_ID	Sub_Attribute
W001	Clearly written academic discourse

Written_ID	Type of Mark
W001	<b>0</b> Poor
W001	<b>1</b> Weak
W001	<b>2</b> Fair
W001	<b>3</b> Good
W001	<b>4</b> Excellent

Written_ID	Activity
W001	Not able to write ideas
W001	Able to write ideas with limited clarity and require major improvements

W001	Able to write ideas regardless of substance but require minor improvements (still unstructured)
W001	Able to write ideas with substance but limited in structure
W001	Able to write ideas with good substance, clear and structured

Written_ID	Sub_Total
W001	

Written_ID	Total_C
W001	

## Social Skill & Responsibility

Social_ID	Sub_Attribute
SS001	Self-expression
SS001	Interaction with others
SS001	Etiquette

Social_ID	Type of Mark
SS001	0 Poor
SS001	1 Weak
SS001	2 Fair
SS001	3 Good
SS001	4 Excellent
SS001	0 Poor
SS001	1 Weak
SS001	2 Fair
SS001	3 Good

SS001	<b>4</b> <b>Excellent</b>
SS001	<b>0</b> <b>Poor</b>
SS001	<b>1</b> <b>Weak</b>
SS001	<b>2</b> <b>Fair</b>
SS001	<b>3</b> <b>Good</b>
SS001	<b>4</b> <b>Excellent</b>

<b>Social_ID</b>	<b>Activity</b>
SS001	<p>Not confident in doing a task</p> <p>Too self centred</p> <p>Not aware of self ability and potential</p>
SS001	<p>Limited self-confidence in doing a task</p> <p>Self centred</p>

	Able to realize the self ability and potential when raised by others
SS001	<p>Sometimes demonstrate self-confidence</p> <p>Sometimes accept other people's perception of self</p> <p>Sometimes accept and give praise and feedback</p>
SS001	<p>Frequently demonstrate self-confidence</p> <p>Frequently accept other people's perception of self with an open heart</p> <p>Frequently accept and give praise and feedback</p>
SS001	<p>Always display self-confidence</p> <p>Always accept other people's perception of self with an open heart</p>

	Always accept and give praise and constructive, rational feedback
SS001	No interest to participate in conversations  No eye contact
SS001	Less interest to participate in conversations  Less eye contact
SS001	Take part in conversations when initiated by others  Limited eye contact
SS001	Take the initiative to start a conversation  Appropriate eye contact

SS001	<p>Start, maintain and end a conversation in a friendly manner</p> <p>Maintain good eye contact</p>
SS001	Need guidance to be ethical when carrying out responsibilities to the society
SS001	Lack of ethics when carrying out responsibilities to the society
SS001	Ethical when carrying out responsibilities to the society, but sometimes put self interest first
SS001	Frequently ethical when carrying out responsibilities to the society



SS001	Always ethical and promote being ethical when carrying out responsibilities to the society
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Social_ID	Sub_Total
SS001	

Social_ID	Total_D
SS001	

### Values, Attributes & Professionalism

Values_ID	Sub_Attribute
Val001	Appearance
Val001	Proactive & Volunteerism
Val001	Work Ethics

<b>Values_ID</b>	<b>Type of Mark</b>
Val001	<b>0</b> Poor
Val001	<b>1</b> Weak
Val001	<b>2</b> Fair
Val001	<b>3</b> Good
Val001	<b>4</b> Excellent
Val001	<b>0</b> Poor
Val001	<b>1</b> Weak
Val001	<b>2</b> Fair
Val001	<b>3</b> Good
Val001	<b>4</b> Excellent
Val001	<b>0</b> Poor
Val001	<b>1</b> Weak

Val001	<b>2</b> <b>Fair</b>
Val001	<b>3</b> <b>Good</b>
Val001	<b>4</b> <b>Excellent</b>

<b>Values_ID</b>	<b>Activity</b>
Val001	Show appearance, less appropriate to situations or wear improper attire most of the time
Val001	Show appearance, less appropriate to situations or wear improper attire most of the time
Val001	Show appearance, appropriate to situations and wear proper attire in general
Val001	Show appearance, appropriate to situations and most of the time wear proper attire
Val001	<b>Always</b> show appearance, appropriate to situations and wear proper attire at all times

Val001	Demonstrate no interest to offer him/herself when offered to perform a certain task
Val001	Demonstrate less interest to offer him/herself when offered to perform a certain task
Val001	Agree to offer him/herself when offered to perform a certain task (reactive)
Val001	Offer him / herself voluntarily to perform a certain task
Val001	Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task
Val001	Practice inappropriate working culture such as bad behaviour, not punctual as well as not being efficient, not productive and unethical at work in almost all situations
Val001	Sometime shows appropriate working culture such as inconsistent behaviour, less

	punctual as well as being less efficient, productive and ethical at work in many situations
Val001	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in general
Val001	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in most situations
Val001	Always practice excellent working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in all situations

Values_ID	Sub_Total
Val001	

<b>Values_ID</b>	<b>Total_E</b>
Val001	

### **Lifelong Learning**

<b>Lifelong_ID</b>	<b>Sub_Attribute</b>
L001	Self Learning
L001	Interest
L001	Initiative
L001	Effort

<b>Lifelong_ID</b>	<b>Type of Mark</b>
L001	0 Poor
L001	1 Weak
L001	2 Fair
L001	3 Good

L001	4 Excellent
L001	0 Poor
L001	1 Weak
L001	2 Fair
L001	3 Good
L001	4 Excellent
L001	0 Poor
L001	1 Weak
L001	2 Fair
L001	3 Good
L001	4 Excellent
L001	0 Poor
L001	1 Weak
L001	2 Fair

L001	<b>3</b> <b>Good</b>
L001	<b>4</b> <b>Excellent</b>

<b>Lifelong_ID</b>	<b>Activity</b>
L001	Not able to self learn
L001	Limited ability to self learn
L001	Sufficient ability to self learn
L001	In general, able to self learn
L001	Good ability to self learn
L001	Show no interest in exploring issues for a given task
L001	Show limited interest in exploring issues for a given task
L001	Demonstrate some interest in exploring issues for a given task
L001	Demonstrate sufficient interest



	for exploring issues for a given task
L001	Readily interested in exploring issues for a given task
L001	No initiative to complete a task
L001	Demonstrate limited initiative in completing a task
L001	Demonstrate moderate initiative in completing a task
L001	Demonstrate good initiative in completing a task
L001	Demonstrate excellent initiative in completing a task
L001	No effort to complete task
L001	Minimal effort to complete task
L001	Sufficient effort to complete task
L001	Good effort to complete task
L001	Excellent effort to complete task

### Lifelong Learning

Lifelong_ID	Sub_Total
L001	

Lifelong_ID	Total_F
L001	

### Practical – Project Presentation

Practical_ID	Sub_Attribute
P001	Purpose of presentation
P001	Content
P001	Adapt delivery to audience level
P001	Voice & pronunciation
P001	Eye contact
P001	Understand and respond to questions
P001	Project demo

P001	Beneficial to organization
P001	Ready for implementation

Practical_ID	Type of Mark
P001	0 Poor
P001	1 Weak
P001	2 Fair
P001	3 Good
P001	4 Excellent
P001	0 Poor
P001	1 Weak
P001	2 Fair
P001	3 Good
P001	4 Excellent

P001	<b>0</b> <b>Poor</b>
P001	<b>1</b> <b>Weak</b>
P001	<b>2</b> <b>Fair</b>
P001	<b>3</b> <b>Good</b>
P001	<b>4</b> <b>Excellent</b>
P001	<b>0</b> <b>Poor</b>
P001	<b>1</b> <b>Weak</b>
P001	<b>2</b> <b>Fair</b>
P001	<b>3</b> <b>Good</b>
P001	<b>4</b> <b>Excellent</b>
P001	<b>0</b> <b>Poor</b>
P001	<b>1</b> <b>Weak</b>
P001	<b>2</b> <b>Fair</b>
P001	<b>3</b> <b>Good</b>

P001	4 Excellent
P001	0 Poor
P001	1 Weak
P001	2 Fair
P001	3 Good
P001	4 Excellent
P001	0 Poor
P001	1 Weak
P001	2 Fair
P001	3 Good
P001	4 Excellent
P001	0 Poor
P001	1 Weak
P001	2 Fair

P001	<b>3</b> <b>Good</b>
P001	<b>4</b> <b>Excellent</b>
P001	<b>0</b> <b>Poor</b>
P001	<b>1</b> <b>Weak</b>
P001	<b>2</b> <b>Fair</b>
P001	<b>3</b> <b>Good</b>
P001	<b>4</b> <b>Excellent</b>

<b>Practical_ID</b>	<b>Activity</b>
P001	Incomprehensible
P001	Vague
P001	Moderately clear
P001	Clear
P001	Very clear
P001	No grasp of subject matter

P001	Lack of understanding of subject matter
P001	Understand some of the subject matter
P001	Understand most of the subject matter
P001	Fully understand the subject matter
P001	Not able to deliver appropriately to the audience level
P001	Able to deliver ideas with limited appropriateness to the target audience and require further improvements.
P001	Able to deliver ideas appropriately to the target audience
P001	Able to deliver some ideas appropriately to the target audience well
P001	Able to fully deliver ideas appropriately
P001	Mumbles, reading
P001	Mumbles at certain places, most of the audience has difficulty in hearing the presentation
P001	Voice is sometimes low, pronounce some words correctly. Some of

	the audience can hear the presentation
P001	Voice is clear, pronounced words correctly. Most of the audience can hear the presentation
P001	Voice is very clear. Pronounced words correctly. Audience can hear the presentation
P001	No eye contact. Reading notes.
P001	Occasional use of eye contact. Frequently reading notes
P001	Moderate use of eye contact. Still reads notes
P001	Maintains eye contact most of the time. Occasionally refers to notes
P001	Maintain eye contact with audience, do not refer to notes nor having notes at hand
P001	Not able to understand and respond to a question
P001	Partly understand the questions but not able to



	accurately answer the question
P001	Able to understand and briefly answer questions
P001	able to respond to questions reasonably well
P001	Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples
P001	project is not functional
P001	Most of the features are not functional
P001	Half of the project is functional but not effective (to the objectives of the system)
P001	project is functional but some parts can be improved
P001	project is perfectly functional
P001	project is not beneficial
P001	Only a few functions are beneficial
P001	Parts of the project are beneficial – only to certain categories of users

P001	project is beneficial but some parts can be improved
P001	Project is beneficial to organization and all categories of specified users
P001	project is not ready to be implemented
P001	Less than half of the project is ready to be implemented
P001	More than half of the project is ready to be implemented
P001	project is ready to be implemented but some modules can be improved
P001	project is fully ready to be implemented

Practical_ID	Sub_Total
P001	

Practical_ID	Total_G
P001	

## Problem Solving

Problem_ID	Sub_Attribute
Pr001	Problem Identification
Pr001	Analysis
Pr001	Application
Pr001	Decision Making

Problem_ID	Type of Mark
Pr001	0 Poor
Pr001	1 Weak
Pr001	2 Fair
Pr001	3 Good
Pr001	4 Excellent
Pr001	0 Poor

Pr001	1 Weak
Pr001	2 Fair
Pr001	3 Good
Pr001	4 Excellent
Pr001	0 Poor
Pr001	1 Weak
Pr001	2 Fair
Pr001	3 Good
Pr001	4 Excellent
Pr001	0 Poor
Pr001	1 Weak
Pr001	2 Fair
Pr001	3 Good

Pr001	<b>4</b> <b>Excellent</b>
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<b>Problem_ID</b>	<b>Activity</b>
Pr001	Not able to explain a problem, even with assistance
Pr001	Able to partially explain a problem with maximum assistance.
Pr001	Able to explain a problem with minimum assistance.
Pr001	Independently able to explain a problem without assistance.
Pr001	Able to provide explanation of problem clearly and accurately.
Pr001	Not able to organize and analyze gathered requirements and fails to define the factors that contribute to the problem/issue or explain the root of the problem.
Pr001	Finds difficulty in organizing and analyzing gathered requirements and

	finds difficulty in explaining the factors that neither contribute to the problem/issue nor explains the root of the problem.
Pr001	Able to organize and analyze gathered requirements, but does not clearly describe the factors that contribute to the problem/issue or clearly explain the root of the problem.
Pr001	Able to organize and analyze gathered requirements, describe <b>some</b> factors that contribute to the problem/issue or explain the possible roots of the problem
Pr001	Able to organize and analyze gathered requirements, clearly describe the factors that contribute to the problem/issue or explain the root of the problem.
Pr001	Not able to apply any new idea or knowledge to a given problem.
Pr001	Barely able to apply new idea

Pr001	Limited ability to apply new idea or knowledge
Pr001	Able to apply new idea or knowledge to a given problem with assistance from lecturer or student.
Pr001	Able to apply new idea or knowledge to a given problem independently.
Pr001	Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance.
Pr001	Able to make <b>some</b> decisions based on comparison and contrast between information, ideas and available solution with maximum assistance
Pr001	Able to make decisions based on comparison and contrast between information, ideas and available solutions with some help
Pr001	Able to make decisions based on comparison and contrast between information, ideas and available solutions

Pr001	Able to make effective and excellent decisions based on comparison and contrast between information, identify problems and available solutions.
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Problem_ID	Sub_Total
Pr001	

Problem_ID	Total_H
Pr001	

### SECTION C: Overall Feedback

Question 1	Question 2	Question 3	Question 4
Please state your overall opinion with regards to the performance of our student.	Based on your experience with the current students, what are the skills lacking?	Please indicate expected skills required from future practicum students.	Student has been offered to be recruited in this organization.