Examiner assessment graduation report

ICT & CT
Information Technology Bachelor Emmen

Version 2022-2023-1.0

Name: Click or tap here to enter text.	
Studentnumber: Click or tap here to enter text.	
Date: Click or tap to enter a date.	
Name + signature Choose an item. **2** **examiner:** X _____	

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GENERAL

The coloured boxes are indicative of the grade. Yellow indicates that the student performs at the level expected of a new Bachelor of ICT.

The meaning/grade distribution of the colours in this respect is as follows:

<4	4 - 5,4	5,5 – 6,9	7 - 8,4	>=8,5

The progress of the intern can be indicated by checking the boxes.

Prior to performing a substantive assessment of the graduation report, the first graduation lecturer shall review the report on a number of formal requirements. See: *2 Review of formal requirements*. Before any substantive assessment can take place **all formal requirements must be met**. If any parts are missing then the graduation report is assessed with an insufficient (I).

For official assessment, substantive assessment shall only take place after the review of formal requirements has been approved. This form (Examiner assessment graduation report) is used to accomplish this.

2   REVIEW OF FORMAL REQUIREMENTS

Comments:

Delete where not applicable.

All elements specified must be present, otherwise the report will not be further assessed the graduation report will be assessed with a insufficient (I).

Structure of the report (are all elements present?)				
Concise summary	Absent	.	Present	.
Clear and accurate table of contents	Absent	.	Present	.
Introduction (bookmarks, background/impetus/context. Contains what, why and how.)	Absent	.	Present	.
Description of the research	Absent	.	Present	.
The work description (planning and organisation of the process, methodology.)	Absent	.	Present	.
Description of the outcome (products)	Absent	.	Present	.
Conclusions and recommendations	Absent	.	Present	.
Reading material	Absent	.	Present	.
Mandatory appendices (assignment description, project plan)	Absent	.	Present	.
Evaluation and reflection[3]	Absent	.	Present	.
Execution				
Meets the set requirements regarding size of 12,000-16,000 words (appendices excluded).	Unsatisfactory .		Satisfactory .	
Suitable and correct lay-out (titles, headings, paragraphs are clear and correct)	Unsatisfactory .		Satisfactory .	
Structure of the report is clear and well-organised	Unsatisfactory .		Satisfactory .	
Text is supported with figures and tables (well deployed and referenced)	Unsatisfactory .		Satisfactory .	
Correct use of APA	Unsatisfactory .		Satisfactory .	

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[3] in a separate document

3   GRADUATION REPORT ASSESSMENT FORM

Stylistic assessment (A)

A	Structure of the report							
Clear and accurate table of contents		Unsatisfactory						Satisfactory
Suitable and correct lay-out (titles, headings, paragraphs are clear and correct)		Unsatisfactory						Satisfactory
Consistent use of language (aimed at target group; professional)		Unsatisfactory						Satisfactory
Spelling (spelling and grammar mistakes)		Unsatisfactory						Satisfactory
Structure of the report is clear and well-organised (chapters, paragraphs are appropriately introduced)		Unsatisfactory						Satisfactory
Diagrams and tables as appropriate (put to good use, referred to as necessary))		Unsatisfactory						Satisfactory
Introduction, body and conclusion form one coherent whole		Unsatisfactory						Satisfactory
Bibliography (Correct use of APA)		Unsatisfactory						Satisfactory
Appendices (Mandatory: assignment description, Project plan | Optional: FO/SRS/PRS etc.)		Unsatisfactory						Satisfactory

Comments:

Click or tap here to enter text.

Content assessment (B1 + B2 + B3 + B4 + B5 + B6)

B1	Summary							
Is clear and concise		Unsatisfactory						Satisfactory
Describes subject matter or issue at hand (introduction)		Unsatisfactory						Satisfactory
Each chapter is summarised effectively (body)		Unsatisfactory						Satisfactory
Provides outline (conclusion)		Unsatisfactory						Satisfactory

Click or tap here to enter text.

B2	Introduction							
Introduction is clear, all sections form a coherent whole		Unsatisfactory						Satisfactory
Basis for the report(*why*)		Unsatisfactory						Satisfactory
Introduction to the company and the assignment(*what*)		Unsatisfactory						Satisfactory
Guide (*How should the report be read*)		Unsatisfactory						Satisfactory

Comments:

Click or tap here to enter text.

B3	Research							
A clear main question is formulated	Unsatisfactory						Satisfactory
A number of unambiguous subquestions are formulated	Unsatisfactory						Satisfactory
The combined subquestions cover the main question	Unsatisfactory						Satisfactory
The sources of information are relevant	Unsatisfactory						Satisfactory
The sources of information are reliable	Unsatisfactory						Satisfactory
Research methodology has been adequately critical described. This includes:							
• Method of data collection	Unsatisfactory						Satisfactory
• Selected measuring instrument	Unsatisfactory						Satisfactory
• Method of analysis	Unsatisfactory						Satisfactory
• Reliability, validity, and general applicability	Unsatisfactory						Satisfactory
Research results have been adequately described.	Unsatisfactory						Satisfactory
Statements are supported by multiple sources.	Unsatisfactory						Satisfactory
The conclusion / summary of the research is clearly described.	Unsatisfactory						Satisfactory

Comments:

Click or tap here to enter text.

B4	Realisation							
The (final) product corresponds to the nature of the assignment	Unsatisfactory						Satisfactory
The methodology is represented clearly and correctly	Unsatisfactory						Satisfactory
The choice of a particular methodology is well-founded	Unsatisfactory						Satisfactory
The process of realisation has been described	Unsatisfactory						Satisfactory
Judgements and statements are underpinned and substantiated where necessary	Unsatisfactory						Satisfactory
The product was realised (if applicable)	Unsatisfactory						Satisfactory

Comments:

Click or tap here to enter text.

B5	**Conclusions and recommendations**							
The conclusions are relevant		Unsatisfactory						Satisfactory
Every component of the project is evaluated (especially choices and decisions made)		Unsatisfactory						Satisfactory
The conclusions can be understood without reference to the rest of the report		Unsatisfactory						Satisfactory
Relevant recommendations are made, based on the conclusion		Unsatisfactory						Satisfactory

Comments:

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B6	**Evaluation and reflection** (in a separate document)							
The process is evaluated		Unsatisfactory						Satisfactory
The product is evaluated		Unsatisfactory						Satisfactory
Reflection on own functioning takes place (have the set objectives been achieved?)		Unsatisfactory						Satisfactory
Student justifies the competencies to be gained for graduation (see appendix vision document)		Unsatisfactory						Satisfactory

Comments:

Click or tap here to enter text.

General comments:

Click or tap here to enter text.