

Student Name: _____
 Course: _____
 Matric No.: _____
 Faculty Supervisor: _____

A: VISIT EVALUATION (25%) ☐

* To be filled by the Faculty Supervisor. Choose only one option for each question according to the presentation and logbook submitted via Sistem LI by the student within the industrial training assessment period.

Q.1 Technical knowledge (LO 1) 10 Marks x 1.2 Weightage (Observation, Visual Presentation, Logbook)

1	2	3	4	5	6	7	8	9	10	MARKS
Not capable of demonstrating technical knowledge and technical skills.		Capable in demonstrating technical knowledge with relevant information to solve complex problems with wide range or conflicting technical issues but lack of technical skills.		Sufficiently demonstrates technical knowledge with relevant information and fairly decent technical skills to solve complex problems with wide range or conflicting technical issues.		Competent in demonstrating technical skills and knowledge with relevant information to solve complex problems with wide range or conflicting technical issues.		Excellent in demonstrating technical skills and knowledge with relevant information to solve complex problems with wide range or conflicting technical issues.		

Q.2 Etiquette and Moral / Discipline (LO 2) 10 Marks x 0.3 Weightage (Observation and Logbook)

1	2	3	4	5	6	7	8	9	10	MARKS
Does not know the rules, etiquette, standards and codes of practice.		Misunderstood the rules, etiquettes, standards and codes of practice. Does not obey the rules.		Misunderstood some of the rules, etiquettes, standards and codes of practice. Refuse to obey some of the rules.		Understand and practice good ethics, moral values, code of practice and discipline. Obey the rules.		Understand and practice excellent ethics, moral values, code of practice and discipline. Obey the rules.		

Q.3 Communication skills (LO 3) 10 Marks x 0.6 Weightage (Observation, Visual Presentation, Logbook)

1	2	3	4	5	6	7	8	9	10	MARKS
Not capable of delivering the solutions.		Capable in delivering solutions but lack of details.		Sufficiently delivers the appropriate ideas with fairly relevant details.		Competent in delivering the solution with relevant details involving various stakeholders.		Excellent in delivering the solution with well-structured ideas and relevant details involving various stakeholders.		

Q.4 Team Spirit (LO 4) 10 Marks x 0.2 Weightage (Observation and Logbook)

1	2	3	4	5	6	7	8	9	10	MARKS
Rarely listen, share, and support the efforts of others. Not a good team player.		Often listen to, share with, and support the efforts of others, but sometimes is not a good team member.		Comfortable to work in a team. Able to listen, share and support the efforts of others.		Able to work in a team. Tries to be a team player.		Demonstrates excellent team spirit. Always a team player.		

Q.5 Lifelong learning (LO 5) 10 Marks x 0.2 Weightage (Observation, Visual Presentation, Logbook)

1	2	3	4	5	6	7	8	9	10	MARKS
Not capable of searching and managing information to solve a familiar problem.			Capable of managing information given and formulating the solution to a familiar problem.			Capable of searching for information, managing, and formulating the solution to solve the problem beyond the previous technical experiences.				

Visit Date: _____

TOTAL MARKS (25%) _____

B: TECHNICAL REPORT EVALUATION (25%) ☐

* To be filled by the Faculty Supervisor. Choose only one option for each question according to the submitted technical report. Please return this form to JKLIF using the given link.

Q.1 Format & Layout (LO3) (10 Marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Poor presentation of the technical report and does not comply with the guideline. The contents required in the technical report were insufficiently listed in the list of content.			Adequate presentation of the technical report according to the format and layout set by the guideline. Part of the content required in the technical report is listed in the content list.				Excellent presentation in the technical report according to the format and layout set by the guideline. All the contents required in the technical report are listed in the content list.			

Q.2 Readability (LO3) (10 Marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Poorly written and constructed in terms of contents, method and quality.			The readability is acceptable, but the content is insufficient.				Highly readable. The writing is clear, focused, appropriate, and has exceptional details and relevant figures to support comprehension.			

Q.3 Industrial Training Report Contents (LO3)**i. Abstract (10 Marks)**

1	2	3	4	5	6	7	8	9	10	MARKS
Poor construction of the paragraph, which leaves out the important elements of industrial training technical report.			Adequate construction of the abstract includes some important elements of the industrial training technical report.				Excellent in constructing the abstract, which includes all important elements of the industrial training technical report.			

ii. Introduction to the company (10 Marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Insensible writing, partly irrelevant and difficult.			The writing is readable; however, the content is inadequate to support comprehension.				The writing is clear and focused, appropriate, and has exceptional details with relevant figures to support comprehension as an introduction to the company.			

iii. Motivation & Problem Statements (10 Marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Capable of demonstrating technical knowledge but lacks content to support understanding based on the company's project.			Competent in demonstrating technical knowledge, and the content written is adequate based on the company's project.				Excellent in demonstrating technical knowledge with additional information to enhance understanding based on the company's project.			

iv. Propose concept/solution to solve the Problem Statements (10 Marks x 3.0 Weightage)

1	2	3	4	5	6	7	8	9	10	MARKS
Little additional information for improvement is listed but is not presented in the report.			Some additional information for improvement in the company's project is appropriately presented in the report.				The report excellently presents all the suggestions to improve the company's project.			

v. Outcomes of the proposed concept (10 Marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Insensible proposed concept, partly irrelevant and difficult to comprehend.			The proposed concept is understandable; however, the solution is inadequate to support comprehension.				The proposed concept/solution is clear, focused, appropriate, and has exceptional details with relevant figures supporting the conception.			

Q.4 Conclusion, Recommendation, References (LO5) (10 Marks)

1	2	3	4	5	6	7	8	9	10	MARKS
The conclusion is too brief without encapsulating the objectives of the report. Unable to propose a recommendation. Little additional information is listed in the appendix but is not explained in the main text.			The conclusion and the proposed recommendation are acceptable. Some additional information is listed in the appendix and is appropriately reported in the main text.				The conclusion is precise and answers the objectives of the report. The proposed recommendations are useful for their final year project. All the relevant additional information is listed in the appendix and is excellently reported in the main text.			

TOTAL MARKS (25%)**GRAND TOTAL MARKS (100%)****Based on the given marks, I hereby agree that the students' result is:****C: VISUAL PRESENTATION RATING**

Visual presentation refers to expressing ideas upon completion of industrial training using visual aids such as visual multimedia. Visual presentations such as pictures, graphs, tables, charts, and diagrams bring together the verbal and visual to add another dimension to the information and create a new path towards understanding its meaning and learning outcomes.

* To be filled by the **Faculty Supervisor**. Based on the elements in **Q.3 Section B**, the visual presentation fulfils the requirements of rating:-

1	2	3	4	5	6	7	8	9	10	MARKS
The visual presentation is partly irrelevant. The content of the presentation is either questionable or incomplete. Information is not presented in a logical order, making it difficult to comprehend.		The visual presentation is viewable, and the content provides few acknowledgements to the company. However, some required information is missing and(/or) not presented logically, but it is still generally easy to follow.		The visual presentation meets exceptional details. The content has an acknowledgement to the company and is accurate and required information is integrated into the presentation.		The visual presentation has exceptional details. The content has an acknowledgement to the company and is accurate, and required information is well integrated into the presentation.		The visual presentation is clear and focused, acknowledges the company and is accurate, and all required information is presented logically and appropriate.		

Comment/Suggestion: