



FINAL REPORT EVALUATION FORM
Industrial Training

Student Name:		ID No:	
Programme:			

No	Evaluation Criteria	Score						Remarks
		0	1	2	3	4	5	
1	Abstract ● Summary of the training, experience gained and acknowledgement	0	1	2	3	4	5	
2	Table of Contents	0	1	2	3	4	5	
3	Objectives ● Objectives of the report ● Objectives of the training	0 0	1 1	2 2	3 3	4 4	5 5	
4	Company's Profile ● Company background ● Organization chart ● Details of industrial supervisor	0 0 0	1 1 1	2 2 2	3 3 3	4 4 4	5 5 5	
5	Overview of the Training ● Describe the duties and tasks assigned to the student ● The explanations must follow the schedule as recorded in log book/sheet	0 0	1 1	2 2	3 3	4 4	5 5	
6	Details of Experience ● Describe the duties and various tasks in detail (details of project completed, estimation, costing and etc.) ● The problems encountered and the approach for solving problems ● The professional and ethical issues, health and environmental issues that are encountered during the training	0 0 0	1 1 1	2 2 2	3 3 3	4 4 4	5 5 5	
7	Discussion and Conclusion ● Discussion and suggestion of the training ● Conclusion of the training	0 0	1 1	2 2	3 3	4 4	5 5	
8	References ● The list of references used in preparing the report	0	1	2	3	4	5	

9	Appendix <ul style="list-style-type: none"> Any other relevant details to support the write up. For example, design details, copies of letters, project report, figures, tables, pictures and etc. Each appendix has a title and mentioned in the report 	0	1	2	3	4	5	
10	Preparation of Log book/sheet <ul style="list-style-type: none"> Able to maintain a log book/sheet systematically The log book/sheet has been signed completely (at least once a week) 	0	1	2	3	4	5	
11	Overall Format	0	1	2	3	4	5	
	TOTAL MARKS	_____ / 100 _____ / 20%						

(Name and Signature of Academic Supervisor)

Date: _____