



**FINAL REPORT EVALUATION FORM**  
**Industrial Training**

Student Name:		ID No:	
Programme:			

No	Evaluation Criteria	Score						Remarks
		0	1	2	3	4	5	
1	<b>Abstract</b> ● Summary of the training, experience gained and acknowledgement	0	1	2	3	4	5	
2	<b>Table of Contents</b>	0	1	2	3	4	5	
3	<b>Objectives</b> ● Objectives of the report ● Objectives of the training	0 0	1 1	2 2	3 3	4 4	5 5	
4	<b>Company's Profile</b> ● 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	<b>Overview of the Training</b> ● 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	<b>Details of Experience</b> ● 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	<b>Discussion and Conclusion</b> ● Discussion and suggestion of the training ● Conclusion of the training	0 0	1 1	2 2	3 3	4 4	5 5	
8	<b>References</b> ● The list of references used in preparing the report	0	1	2	3	4	5	

9	<b>Appendix</b> <ul style="list-style-type: none"> <li>Any other relevant details to support the write up. For example, design details, copies of letters, project report, figures, tables, pictures and etc.</li> <li>Each appendix has a title and mentioned in the report</li> </ul>	0	1	2	3	4	5	
10	<b>Preparation of Log book/sheet</b> <ul style="list-style-type: none"> <li>Able to maintain a log book/sheet systematically</li> <li>The log book/sheet has been signed completely (at least once a week)</li> </ul>	0	1	2	3	4	5	
11	<b>Overall Format</b>	0	1	2	3	4	5	
	<b>TOTAL MARKS</b>	____ / 100 ____ / 40%						

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(Name and Signature of Academic Supervisor)

Date: \_\_\_\_\_