

FINAL REPORT EVALUATION FORM Industrial Training

Student Name:		ID No:	
Program:			

For each of the criteria, rate the student according to the scale shown :

1	2	3	4	5
Need Improvement (Fail to meet minimum requirement)	Below Average (Requires significant development to improve performance)	Average (Requires some development to fulfill expectations)	Good (Balanced and consistent performance)	Excellent (Notable achievement beyond normal expectations)

No	Evaluation Criteria	Score						Remarks
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 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	
4	Overview of the Training • Describe the duties and tasks undertaken by the student • The explanations must follow the schedule as recorded in log book	0 0	1 1	2 2	3 3	4 4	5 5	
5	Details of Experience • Describe the duties and various tasks in detail (details of project completed, estimation, costing and etc) • The problems encountered and	0 0	1 1	2 2	3 3	4 4	5 5	

	the approach for solving problems • The professional and ethical issues, health and environmental issues that are encountered during the training	0	1	2	3	4	5	
6	Discussion and Conclusion • Discussion and suggestion of the training • Conclusion of the training	0	1	2	3	4	5	
7	References • The list of references used in preparing the report	0	1	2	3	4	5	
8	Appendix • 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 must have a title and being mentioned in the report	0	1	2	3	4	5	
9	Preparation of Logbook • Able to maintain a logbook systematically • The logbook has been signed completely (at least once a week)	0	1	2	3	4	5	
10	Overall format	0	1	2	3	4	5	
	TOTAL MARKS	_____ / 100 _____ / 40%						

 (Name and Signature of Academic Supervisor)

Official Stamp:

Date: _____