



INDUSTRIAL TRAINING REPORT EVALUATION

STUDENT'S PARTICULARS (to be filled by student)			
Student's Name			
I.C. No. @ Matric No.		Programme	SEEE / SEEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM
Company's Name and Address			
Title of Project (Chapter III)			

TECHNICAL REPORT EVALUATION (PLO6) (to be filled by School Supervisor)			
Sections and Criteria	Mark (a)	Weight (b)	Score (a×b)
Introduction <ul style="list-style-type: none"> Relevant and attention grabbing Relevant Somewhat relevant Remotely related Totally unrelated 	⑤ ④ ③ ② ①	2	
Company Background <ul style="list-style-type: none"> Thorough but succinct company overview including some history, products/services, customers and suppliers Thorough but succinct overview with some history, products/services, but limited additional research on customers and suppliers Brief but incomplete overview of company Little overview of company No apparent company background 	⑤ ④ ③ ② ①	2	
Provision of Training <ul style="list-style-type: none"> Complete description with prioritization of tasks and/or deliverables Complete description with no prioritization of tasks and/or deliverables Some explanation but limited Little explanation No apparent explanation 	⑤ ④ ③ ② ①	2	

Project (Chapter III) <ul style="list-style-type: none"> • Presents clear and detail explanation on project background, objectives, methodology, finding and conclusions with proper selection of supporting materials. • All items are presented but with limited details on some items • Most of the items are presented with limited details • Items are presented with insufficient details • No apparent explanation on the project 	⑤ ④ ③ ② ①	8	
Conclusion <ul style="list-style-type: none"> • Insightful and honest reflection of each giving attention to detail • Honest reflection but less insight and attention to detail • Some reflection • Little reflection • No apparent conclusion 	⑤ ④ ③ ② ①	2	
Writing Skills <ul style="list-style-type: none"> • Smooth writing with proper sequencing of ideas and well transitioned paragraph • Good sentence structure, word choice, sequencing of idea and paragraph transition with some spelling and grammatical mistake. • Moderate sentence structure, word choice, sequencing of idea and paragraph transition with occasional spelling and grammatical mistake • Fair sentence structure and word choice. Sequencing of ideas and paragraph transitions need to be improved • Poor sentence structure, word choice, sequencing of ideas and paragraph transitions 	⑤ ④ ③ ② ①	2	
Report Format <ul style="list-style-type: none"> • Formatting follows UTM Thesis Manual regarding table of contents, titled sections with proper numbering, figures with captions, table with captions, page numbering and references • Missed one of the above items • Missed two of the above items • Missed three of the above items • Missed four of the above items 	⑤ ④ ③ ② ①	2	
Total Score (d)			
Total Score as per 40% (D = d / 2.5) *to be transferred into form SKE-LP5			
Supervisor's comment (if required)			
Supervisor's Name			
Signature		Date	