



INSTRUCTION: Please rate each item below to reflect student's performance.

| NAME | | | | | | |
|---|------|--|---|--|---|--------|
| REG. NO | | | | | | |
| PROGRAMME | | | | | | |
| CRITERIA | CLO* | SCORE | | | | MARKS |
| | | 4 | 3 | 2 | 1 | |
| Content's structure a) Daily Activities (i) The writing format includes: <ul style="list-style-type: none"> • Task • Equipment • Issues /challenges • Solutions • Figures/ Flowchart | 1 | Show extremely good understanding of the task | Show good understanding of the task | Show satisfactory understanding of the task | Lack understanding of the task | [/4] |
| | | Relevant use of figure and flowchart | Satisfactory use of figure and flowchart | Adequate use of figure and flowchart | irrelevant use of figure and flowchart | [/4] |
| | | Able to identify, analyze problems and recommend effective solutions | Able to identify, analyze problems and recommend good solutions | Able to identify, analyze problems and recommend appropriate solutions | Cannot identify, analyze problems and recommend solutions | [/4] |
| Content's structure a) Daily Activities (ii) Work Process | 4 | Develop and organize work process well and creatively | Develop and organize work process well | Develop and organize work process satisfactorily | Develop and organize work process unsatisfactorily | [/4] |
| Content's structure b) Reflection | 5 | Relevant response to the task | Satisfactory response to the task | Adequate response to the task | irrelevant responses to the task | [/4] |
| Language | 5 | Meaning is very clear. | Meaning comes across clearly. | Meaning may be occasionally unclear but not incomprehensible. | Meaning is often unclear and incomprehensible. | [/4] |
| | | Very appropriate and varied terminology. | Reasonably appropriate and varied terminology. | Modestly appropriate terminology but these are mainly simple. | Inappropriate terminology and no variety. | [/4] |
| Verification/Checking/Monitoring | 4 | Verified by the supervisor and report always handed in on time | Verified by the supervisor and report seldom handed in on time | Verified by the supervisor and report rarely handed in on time | Verified by the supervisor and report never handed in on time | [/4] |
| *CLO = Course Learning Outcome. Kindly refer to Industrial Training Guideline (Industry Partner) for details. | | | | | Total Marks | [/32] |

By 20th week of training, student must return the completed form (APPENDIX 1 & 2) to:

UNIT PERHUBUNGAN & LATIHAN INDUSTRI

Please refer to List of Polytechnic for completed address

Fax

Please refer to List of Polytechnic

E-mail

Please refer to List of Polytechnic

To be filled in by Student's Supervisor

Name :

Position :

Date :

Signature :

Company/organization stamp: