Rubric – MonitoringEvaluation

No	Assessment criteria			
	4 **(Excellent)**	**3** **(Good)**	**2** **(Average)**	**1** **(Poor)**
Q1	Student exhibits high motivation	Student exhibits moderate motivation	Student exhibits low motivation	Student exhibits poor motivation
Q2	Student exhibits high response and feedback with sufficient explanation	Student exhibits moderate response and feedback but lack of explanation	Student exhibits low response and feedback	Student exhibits poor response and feedback
Q3	Student exhibits high suitability with industry	Student exhibits moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
Q4	Student exhibits high communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill

No.	Criteria	Assessment		
		3	**2**	**1**
1.	Appearance	Formally and neatly dressed and shown courtesy behavior.	Dressed formally but with less neat and shown courtesy behavior.	Improper dress and shown disrespecting behavior.
2.	Content	Presentation slide meet all contents criteria.	Presentation slide moderately meet contents criteria.	Presentation slide poorly meet contents criteria.
3.	Clarity	Well verse and excellent English fluency. Clear explanation with examples and evidence.	A good English fluency. Clear explanation with some examples.	Uses conversational English with some hesitation and difficulty. Shows efforts of explaining.
4.	Q & A	Arguments shows extensive knowledge and understanding	Arguments shows considerable knowledge and understanding.	Arguments shows some knowledge but poor understanding

No	Criteria	Assessment		
		1	**2**	**3**
1	Summary of the weekly report	Significantly missing content Poorly stated	Complete content Significantly have repetition in activities Fairly stated	Complete content Different activities Clearly stated
2	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	Poorly complete the requirement Unorganized	Fairly complete the requirement Neat	Complete all the requirement Neat
3	Content of the full report	Less than 1/4	Complete less than 3/4	Complete up to the last week
4	Activities Report	Major error, missing content, very sloppy	A significant omission of error, Neat	Fairly no error Neat
5	Relate the activities with theoretical knowledge	Relationship between the theory and activity is not stated.	Relationship between the theory and activities are clearly.	Relationship between the theory and activities are clearly stated.
6	Attach pictures, diagrams, drawing etc as evidence	Irrelevant attachment	Attach with little explanation	Attach with satisfactory explanation
7	Signatures of the supervisor for verification purposes	Verified 1 to 3 times	Verified 4 to 6 times	Verified 7 times and above

Rubric - Report (Content)

No.	Criteria	Assessment				
		5	4	3	2	1
1.	Introduction	Distribution of title and sub title was in order according to criteria set by standard.	Very few elements were not in order according to criteria set in standard.	Some elements were not in order according to the set criteria.	Some elements did not comply according to set criteria.	Report does not comply at all according to format arrangement set by standard.
2.	Background	All background including research field, problem statement, proposed solution, expected result was accurate, clearly and concisely stated.	All background accurate and concisely stated but not very clear.	Not all background stated but statement was accurate, concise and clear.	Many background not stated and statement was not accurate and not clear.	Background is not relevant to project work.
3.	Training	Methodology takes suitable approach, fully thorough, procedures arranged properly and in logical order, detailed and clearly understandable.	Criteria as (5) accept less thorough.	Criteria as (4) except procedures detailing was satisfactory only.	Only part of methodology understandable, procedures not arranged properly and detailing was unsatisfactory.	Procedures were not arranged properly, most of the procedures were not understandable, incomplete and confusing.
4.	Activities and Project	Activities and Project are thorough, covering all elements, following proper procedure, in logical order, detailed and clearly understandable.	Criteria as (5) accept less thorough.	Criteria as (4) except procedures detailing was satisfactory only.	Activities and Project not relevant, not suitable and not satisfactory.	No Activities and Project shown in the report.

5.	Comment and Conclusion	Conclusion and comment is very relevant to problem statement of the project.	Conclusion and comment satisfactory, complete and accurate in term of research success and understandable.	Conclusion and comment given with fair research outcome.	Not clear conclusion and comment. No link was made with the problem statement of the project.	Conclusion and comment was unsatisfactory.
6.	Writing Skill	Sentences used were clear, understandable, concise, and accurate and has no grammatical error.	Criteria as (5) accept some grammatical error.	Sentences used were quite clear, but understandable with some additional explanation needed, some errors on words spelling and word	Sentences used not very clear, and sometimes too long, not easily understandable and too much grammatical error.	Sentences used could not convey the message.
7.	Report Format	Activities are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries	Criteria as (5) accept some discussed in detail	An appropriate amount of detail is used to explain the activities logged/ observed, etc. No personal reactions/ comments stated.	Not appropriate amount of detail is used to explain the activities logged/ observed	Details are missing or fail to illustrate what activities were logged/observed etc.