



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

NAME						
REG. NO						
PROGRAMME						
CRITERIA	CLO*	SCORE				MARKS
		4	3	2	1	
<b>Content's structure</b> <b>a) Daily Activities</b> (i)The writing format includes: <ul style="list-style-type: none"> <li>• Task</li> <li>• Equipment</li> <li>• Issues /challenges</li> <li>• Solutions</li> <li>• Figures/ Flowchart</li> </ul>	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]
<b>Content's structure</b> <b>a) Daily Activities</b> (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]
<b>Content's structure</b> <b>b) Reflection</b>	5	Relevant response to the task	Satisfactory response to the task	Adequate response to the task	irrelevant responses to the task	[ /4]
<b>Language</b>	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]
<b>Verification/Checking/Monitoring</b>	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.					<b>Total Marks</b>	[ /32]

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

**UNIT PERHUBUNGAN & LATIHAN INDUSTRI**

Politeknik Tuanku Sultanah Bahiyah  
Kulim Hi-Tech Park  
09000 Kulim  
Kedah Darul Aman

**fax**  
04-403 2919  
04- 403 3033  
  
**e-mail**  
upli@ptsb.edu.my

**To be filled in by Student's Supervisor**

Name :  
Position :  
Date :  
Signature :  
Company/organization stamp: