



Evaluation Checklist for the ST Final Report

Form: ST-04

Student Name		PIN number	
Training Organization			

Scoring system: 0 = Not exist/acceptable, 1 = Weak, 2 = Acceptable, and 3 = Good 4 = Excellent

No.	Item to be checked	Score
I) Report Formality		
1	Is the report established in the correct order (Cover page, Acknowledgement, Table of contents, Introduction, Main Body, Conclusion, References, and Appendices)?	
2	Is there a well-formatted cover page and table of contents?	
3	Is the main body of the report divided into sections with appropriate titles and subtitles using appropriate font for each?	
4	Is text written with suitable font size (12 pt. or 14 pt.) Times New Roman?	
5	Do all figures and tables have numbers and a caption , and are properly mentioned in the text?	
6	Does a references section appear as the last Item of the main report? Moreover, In the text, are references used referred to by numbers between two square brackets, e.g. [5].	
II) Report Technical Contents		
7	To how extent, the introduction orients the reader to the report (i.e. gives the reader some sense of what follows)	
8	To how extent, the method of writing the report consider the followings: <ul style="list-style-type: none"> Each paragraph contains only one subject. Punctuations are appropriately used. There are logical relations between sentences in each paragraph. Spell check and language are adequately followed in the report 	
9	How extent, the report reflects the practice and experience of the student in the ST.	
10	How extent, the report reflects the ability of students to referee practice and experience to the engineering basics and background.	
11	Does the Appendix section show evidences of student's activities; specific tasks, meeting minutes,.....etc.	
12	To how extent, the CONCLUSION is clear, insightful, and outlining all important results explained in the report?	
Total Mark		

III) Submission Time

- ☐ On time
- ☐ Late for days (in this case **2 marks are deducted** from the total mark for **the first day** of lateness and **Afterwards** extra deduction with a rate of **1 mark/day** is applied)

Final Mark for the ST Report

Evaluator Name		Final Mark	()
Evaluator Signature			