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| **KINGDOM OF SAUDI ARABIA**  **Ministry of Education**  **KING FAISAL UNIVERSITY**  **College of Computer Sciences and IT**  **Cooperative Training Committee** | KFU Logo. click to go to main page | **المملكة العربية السعودية**  **وزارة التعليم**  **جَامِعَة الملِك فيصَل**  **كلية علوم الحاسب وتقنية المعلومات**  **لجنة التدريب التعاوني** |

Form: Presentation Evaluation

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The Score is given on a nominal scale of 1 – 4 where 4 is the maximum.

|  |  |
| --- | --- |
| **Scale Value (Score)** | **Description** |
| **1** | Unsatisfactory |
| **2** | Developing |
| **3** | Satisfactory |
| **4** | Exemplary |

**Presentation Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Criteria** | **Max. Marks** | **Weight** | **Score** | **Total** |
| **Organization of Contents** (e.g., topic is developed in order stated in introduction, appropriate no. of slides for each section ) | **16** | **4 X** | |  |
| **Format, Style & Overall Layout** (e.g., showed appropriate use of diagrams, tables, references, bullet points, headings) | **16** | **4 X** | |  |
| **Presentation Skills** (e.g., Speaker did not use script or reading material, speaker did not read text in spoken style) | **20** | **5 X** | |  |
| **Time Management** (e.g., time is divided appropriately according to the significance of each section) | **24** | **6 X** | |  |
| **Question and Answers** (e.g., responded confidently, correct response of questions) | **24** | **6 X** | |  |
|  | **100** | **Presentation Total** | |  |

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| --- | --- |
| **Presentation Marks Obtained =** | **Presentation Total \* 0.05** |
|  |

**Faculty Supervisor’s Signature**

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| **Name:** | **Signature:** | **Date:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_/\_\_\_/ 20\_\_\_\_ |

Form: Presentation Evaluation Criteria

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| --- | --- | --- | --- | --- | --- |
| **Weight** | **Performance**  **Criteria** | **Unsatisfactory**  **1** | **Developing**  **2** | **Satisfactory**  **3** | **Exemplary**  **4** |
| **4** | **Organization**  **of content** | The presentation has  no sequence of  information | Difficult to follow the  presentation because  the student jumps  around | Information  presented in  logical sequence | Information presented  in logical & interesting  sequence |
| **6** | **Question and**  **Answer** | Does not have grasp  of information;  cannot answer  questions about the  subject/domain | Not comfortable with  information and  answers only basic  questions | At ease and  provides  expected  answers to all  questions, but  fails to elaborate | Demonstrates full  knowledge by  answering all with  explanations &  elaboration |
| **4** | **Format, Style**  **& Overall**  **Layout** | Presentation difficult  to follow (styles,  colors) Information  not organized/laid  out properly | Acceptable formatting  with little  information and  organization for  comprehension | Good formatting  and organization  & layout relate  to presentation  theme | Excellent formatting  and information  organized for  enhanced  comprehension |
| **6** | **Time**  **Management** | The process of  presenting has taken  more time than the  allowed time limit  with no clear division  for time | The process of  presenting has taken  more time than the  allowed time limit  with limited division  for time | The time is  divided to some  extend with a  little rushing | The time is divided  appropriately  according to the  significance of each  section |
| **5** | **Presentation**  **Skills** | The student used  reading material or  read from slides.  Student mumbles,  incorrectly  pronounces terms,  and speaks too  quietly. Difficult to  hear | The student used  reading material or  read from slides.  Student's voice is low.  Incorrectly  pronounces terms.  Can be heard only  with increased level  of concentration | The student  used some script  or reading  material.  Student's voice  is clear.  Pronounces most  words correctly.  Can be heard  through most  part | The student did not  use script or reading  material. The student  uses a clear voice and  correct, precise  pronunciation of terms  and heard clearly  throughout |