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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.

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| **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 hasno sequence ofinformation | Difficult to follow thepresentation becausethe student jumpsaround | Informationpresented inlogical sequence | Information presentedin logical & interestingsequence |
| **6** | **Question and****Answer** | Does not have graspof information;cannot answerquestions about thesubject/domain | Not comfortable withinformation andanswers only basicquestions | At ease andprovidesexpectedanswers to allquestions, butfails to elaborate | Demonstrates fullknowledge byanswering all withexplanations &elaboration |
| **4** | **Format, Style****& Overall****Layout** | Presentation difficultto follow (styles,colors) Informationnot organized/laidout properly | Acceptable formattingwith littleinformation andorganization forcomprehension | Good formattingand organization& layout relateto presentationtheme | Excellent formattingand informationorganized forenhancedcomprehension |
| **6** | **Time****Management** | The process ofpresenting has takenmore time than theallowed time limitwith no clear divisionfor time | The process ofpresenting has takenmore time than theallowed time limitwith limited divisionfor time | The time isdivided to someextend with alittle rushing | The time is dividedappropriatelyaccording to thesignificance of eachsection |
| **5** | **Presentation****Skills** | The student usedreading material orread from slides.Student mumbles,incorrectlypronounces terms,and speaks tooquietly. Difficult tohear | The student usedreading material orread from slides.Student's voice is low.Incorrectlypronounces terms.Can be heard onlywith increased levelof concentration | The studentused some scriptor readingmaterial.Student's voiceis clear.Pronounces mostwords correctly.Can be heardthrough mostpart | The student did notuse script or readingmaterial. The studentuses a clear voice andcorrect, precisepronunciation of termsand heard clearlythroughout |