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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: Report 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 |

 **Report Evaluation**

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| **Performance Criteria** | **Max. Marks** | **Weight** | **Score** | **Total** |
| **Organization of Contents** (e.g., report is according to the given template, all sections of template are fully covered) | **16** |  **4 X** |  |
| **Format, Style & Overall Layout** (e.g., appropriate use and labels of figures and tables, references are properly cited in the text and listed in proper format) | **16** |  **4 X** |  |
| **Coop Experience** (e.g., sufficient details about the experiences and lessons learned by the student) | **24** |  **6 X** |  |
| **Technical knowledge** (e.g., appropriate and effective use of CS knowledge in developing a solution) | **24** |  **6 X** |  |
| **Writing Quality** (e.g., writing is free of errors in grammar, punctuation, and spelling- writing flows smoothly) | **20** |  **5 X** |  |
|  | **100** | **Report Total** |  |

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| --- | --- |
| **Report Marks Obtained =** | **Report Total \* 0.20** |
|  |

**Faculty Supervisor’s Signature**

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| **Name:** | **Signature:** | **Date:** |
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Form: Report Evaluation Criteria

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| **Weight** | **Performance****Criteria** | **Unsatisfactory****1** | **Developing****2** | **Satisfactory****3** | **Exemplary****4** |
| **4** | **Organization****of Contents** | Incomplete andmissing sectionsthroughout thereport | All sectionsincluded but arenot complete | All sectionsincluded,complete butlack elaboration | The report isaccording to thegiven template, allsections of templateare fully covered |
| **6** | **Technical****knowledge** | Reportdemonstrated nouse ofprofessionaltools andtechniques | Poor selection oftools andtechniques usedto presentinformation | Appropriate toolsand techniquesused to presentthe informationbut includes lackcorrectness andproper usage | Reportdemonstrateseffective use ofprofessional toolsand techniques withproper and correctusage |
| **4** | **Format, Style****& Overall****Layout** | Report difficultto follow (styles,colors)Information notorganized/laidout properly | Acceptableformatting withlittleInformation andorganization | Good formattingand organization& layout relate toreport theme | Excellent formattingand labels offigures, tablesand referencesare properly citedin the text andlisted in properformat |
| **6** | **Coop****Experience** | The reports lacksinformationabout theexperience andlessons learned | The reportprovides anincomplete andrough descriptionof the experienceand lessonslearned | The reportprovidessatisfactorydetails about theexperience andlessons learnedlacking criticalthinking andanalysis | The report includessufficient detailsabout theexperiences andlessons learned bythe studentthroughout thecooperative trainingprogram |
| **5** | **Writing****Quality** | The document isfull of spellingand grammaticalmistakes with anunprofessionalwriting style | The documentcontains a fewspelling andgrammaticalmistakes but usesan ineffectivewriting style | The documentcontains a fewspelling andgrammaticalmistakes with anacceptablewriting style | The documentcontains correctspelling andgrammar and aneffective writingstyle |