

**Form 4  
Proposal Report Assessment Form**

<b>Student's Name</b>		<b>ID No</b>	
<b>Programme</b>			
<b>Course Code</b>	<b>BPB49804</b>	<b>Semester</b>	
<b>Project Title</b>			
<b>Examiner</b>			
<b>Supervisor</b>			

**Assessment Criteria**

No	Criteria	Weight.	Grade					Mark
			1-2	3-4	5-6	7-8	9-10	
1	<b>Abstract</b>	<b>1</b>	1-2	3-4	5-6	7-8	9-10	
	<b>Research objective, research scope of study and methodology to be employed and expected findings.</b>	<b>(1)</b>						
2	<b>Introduction</b>	<b>2</b>	1-2	3-4	5-6	7-8	9-10	
	<b>Research background</b>	<b>(1)</b>						
	<b>Overview of research study and problem statement</b>	<b>(0.5)</b>						
	<b>Problem identification and the significant of the study</b>	<b>(0.5)</b>						
3	<b>Literature Review</b>	<b>1</b>	1-2	3-4	5-6	7-8	9-10	
	<b>The theoretical study and/or recent study from journal and/or relevant resources</b>	<b>(0.5)</b>						
	<b>Relevancy of literature to the objectives of the study</b>	<b>(0.5)</b>						
4	<b>Material and Methodology</b>	<b>4</b>	1-2	3-4	5-6	7-8	9-10	
	<b>Materials and methods must support scope of studies (should be clear and thorough)</b>	<b>(1)</b>						
	<b>Analysis/hardware design/ case study/ must be relevant to the objective/s</b>	<b>(1)</b>						
	<b>Follow established/modified standard (steps and procedures should be included)</b>	<b>(1)</b>						
	<b>Research Plan (Milestones, Gantt Chart)</b>	<b>(1)</b>						
5	<b>Language / writing convention / vocabulary</b>	<b>1</b>	1-2	3-4	5-6	7-8	9-10	
	<b>Content is well organized and coherent (Sentences are well constructed and without spelling and punctuation mistakes)</b>	<b>(1)</b>						
6	<b>Project Report Format / Organization</b>	<b>1</b>	1-2	3-4	5-6	7-8	9-10	
	<b>Project report is effectively organized according to the format for easy understanding</b>	<b>(1)</b>						
	<b>TOTAL MARK</b>							

**Verification**

<b>Assessed by</b>			
<b>Signature</b>		<b>Date</b>	

**SCORE GUIDELINES**

SCORE	STANDARD
<p><b>9-10 (Excellent)</b></p>	<p><b>This mark will be awarded to work which is considered to be of a high standard and exceed the requirement set.</b></p> <p><b>Work produced at this level must provide clear evidence of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>A comprehensive understanding on subject matters that leads to originality of the work</b></li> <li>• <b>A wide range of recent, relevant and appropriate materials</b></li> <li>• <b>A clear, concise and well-structured report of the knowledge gained</b></li> <li>• <b>High degree of initiative and creativity in work</b></li> <li>• <b>Demonstrate critical understanding of key issues</b></li> <li>• <b>Being written in the recommended format and of an appropriate length</b></li> </ul>
<p><b>7-8 (Good)</b></p>	<p><b>This mark will be assigned to work which is considered to have achieved the requirement set. However, it may not show the depth of understanding and knowledge as work graded as “Excellent”.</b></p> <p><b>Work produced at this level must provide clear evidence of the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Meets the requirements of the essential knowledge on the subject matters</b></li> <li>• <b>A sufficient range of recent, relevant and appropriate materials</b></li> <li>• <b>An adequate, well-balanced and well-organised report of the knowledge gained</b></li> <li>• <b>Demonstrates a good quality of initiative and creativity in work</b></li> <li>• <b>Reasonably demonstrate critical understanding of the subject matters</b></li> <li>• <b>Being written in the recommended format and of an appropriate length</b></li> </ul>

<p><b>5-6 (Satisfactory)</b></p>	<p>Work for this mark will be of a marginally low standard and has barely meets the stated requirements.</p> <p>Work produced at this level provide evidence of the following:</p> <ul style="list-style-type: none"> <li>• Limited knowledge and understanding on the subject matters</li> <li>• Relevant material is presented, but in a manner that lacks order and organisation</li> <li>• Report has been badly organized and unable to demonstrate knowledge gained</li> <li>• Demonstrate minimal level of initiative and creativity in work</li> <li>• Fail to demonstrate critical understanding of the subject matters</li> <li>• Adequately presented the report in the recommended format and of an appropriate length</li> </ul>
<p><b>3-4 (Poor)</b></p>	<p>Work for this mark will be of a generally low standard and fails to meets the stated requirements.</p> <p>Work produced at this level shows the following:</p> <ul style="list-style-type: none"> <li>• Inadequate knowledge and understanding on the subject matters</li> <li>• Shows virtually no evidence that material has been properly understood</li> <li>• Report has been poorly structured and unable to demonstrate knowledge gained</li> <li>• Demonstrate minimal level of initiative and creativity in work</li> <li>• Fail to demonstrate critical understanding of the subject matters</li> <li>• Fail to present a report in the recommended format and length</li> </ul>
<p><b>1-2 (Very Poor)</b></p>	<p>Work produced at this level shows:</p> <ul style="list-style-type: none"> <li>• No evidence on the understanding of subject matters</li> <li>• No material of relevance to the subject matters</li> <li>• The report is too brief, unclear and poorly presented</li> <li>• Fail to demonstrate initiative and creativity in work</li> <li>• Fail to demonstrate critical understanding of the subject matters</li> <li>• Fail to present a report in the recommended format and length</li> </ul>