



FORMAL REPORT

TITLE :	
SEMESTER :	SESSION :
NAME & IC :	PROGRAM MECHANICAL PRECISION ENGINEERING
SECTION :	
GROUP :	
SUB-GROUP:	
DATE OF EXPERIMENT :	
LECTURER :	

FOR LABORATORY USE ONLY	
DATE OF RECEIVED:	LABORATORY STAMP & SIGNATURE
NOTE:	

Criteria	Weightage (%)	Evaluation Scale				Score
		Below expectation (<40%)	Between Acceptable to Outstanding (40%-70%)	Outstanding (70% - 100%)	CO/PO/ Bloom Taxonomy	
Introduction (Background)	5	Irrelevant information. Mark (0-2)	Too much information, lack of focus Mark (2.1-3.5)	Provide a concise lead-in to the report. Mark (3.6-5.0)	CO1/PO5/P4	
Objective & Method	5	Merely restating given objective & method. Mark (0-2)	Adequate objective and method. Mark (2.1-3.5)	Well written objective and method. Mark (3.6-5.0)	CO2/PO9/C4	
Theory	10	Merely restating given background and theory. Mark (0-5)	Adequate background and method. Mark (6-7)	Well written background and theory Mark (7.0-10.0)	CO1/PO5/P4	
Data collection (Test results)	25	Collect minima data poorly presented, missing data, inaccurate recording. Mark (0-10)	Adequate data collected but not well presented. Mark (11-15)	Complete data gathered, properly presented in tables, graphs etc. Tables and figures properly captioned. Mark (16-25)	CO2/PO9/C4	
Analysis and Interpretation (Discussions)	30	Simply restating gathered data and information. Mark (0-12)	Adequate analysis and discussion with some supporting evidence. Mark (13-21)	Complete analysis with good supporting evidence. Describe relationship, trends and etc. Discuss the finding in relation to theory. Mark (22-30)	CO2/PO9/C4	
Conclusion	10	Weak conclusion (not directly related to objective) Mark (0-4)	Conclusion partially supported by results/findings. Mark (5-7)	Well supported conclusion based on findings. Conclusions are related to objectives. Mark (8-10)	CO2/PO9/C4	
References	3	Irrelevant reference. Mark (0-1.2)	Some related reference. Mark (1.3-2.1)	Highly, related references, proper format. Mark (2.2-3.0)	CO3/PO10/C4	
Team working	5	Collects information when prodded; tries to offer some ideas, but not well developed and not clearly expressed, to meet team's needs. Mark (0-2)	Collect basic useful information related to the project , occasionally offers useful ideas to meet the team's needs. Mark (2.1-3.5)	Collects and presents to the team and great deal of relevant information, offers well-developed and clearly express ideas directly related to the groups. Mark (3.6-5)	CO3/PO10/C4	
Organization, clarity	5	Unclear presentation illegible writing, loose page Mark (0-2)	Legible writing, clean and neatly bound Mark (2.1-3.5)	Proper language, smooth flow grammatically correct, clean and neatly bound in report cover. Mark (3.6-5)	CO3/PO10/C4	
Timely submitted	2	More than 2 days late. Mark (0)	1 day late. Mark (1)	Report handed in on time. Mark (2)	CO3/PO10/C4	
Total Score	100	Comment :				