

Reg. No:

Date:



Training Unit
Faculty of Engineering
King Abdulaziz University

Training Report

Form A-1: Evaluation of Training Report
Evaluator's Assessment

Training period: 10 weeks (2 credit hours)

1. Name of Student:	Student Number :			
Student Major:				
2. Name of Company:	—			
Company Division/Section:				
3. Term:	<input type="checkbox"/> Summer	<input type="checkbox"/> 1st	<input type="checkbox"/> 2nd	Year:

Evaluation

Total marks: 50

	Marks Allotted	Marks Scored
1. The report is written and presented according to standard format.	6	_____
2. Company profile, its main sections and their activities are presented.	6	_____
3. Details of main tasks and duties performed during the training are provided.	30	_____
4. The report includes conclusion, comments and recommendations.	8	_____
Total Score:		_____

Evaluator's Remarks:

If the result is FAIL, should the student be asked to re-write the report? Yes _____ NO _____

Evaluator's Name: _____ Signature: _____ Date: _____

Important Note: If necessary, the evaluator may call the student for an interview.

A. Faidah

Reg. No:

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Training Report

Form A-2: Presentation Evaluation

Training period: 10 weeks (2 credit hours)

Name of Student:

Student Number :

Student Major:

Evaluation

Total marks: 25

	Main Evaluator	External Examiner
1. The presentation was well organized.	___/2.5	___/4
2. The student was confident during presentation, especially, when answering questions.	___/2.5	___/4
3. The student communicated well in English.	___/2.5	___/4
4. The student used power point or some other electronic media for the presentation.	___/2.5	___/3
Total Score:		

If the result is FAIL, should the student be asked to repeat the presentation? Yes _____ NO _____

Main Evaluator's Name: _____ Signature: _____ Date: _____

External Examiner's Name: _____ Signature: _____ Date: _____.

- Grade of: From training supervisor =

Form A1=

Form A2=

- Total Grade = /100