

KINGDOM OF SAUDI

ARABIA

Ministry of Education

TAIF UNIVERSITY

College of Computers and IT

Vice Dean For Training Affaires



المملكة العربية السعودية

وزارة التعليم

جامعة الطائف

كلية الحاسبات وتقنية المعلومات

وكالة الكلية للتدريب

Report Evaluation Criteria

Weight	Criteria	Evaluation			
		Unsatisfactory 1	Developing 2	Satisfactory 3	Exemplary 4
4	Organization of the contents	Incomplete and missing sections throughout the report	All sections included but are not complete	All sections included, complete but lack elaboration	The report is according to the given template, all sections are fully covered
6	Technical Knowledge	Report demonstrated on use of professional tools and techniques	Poor selection of tools and techniques used to present information	Appropriate tools and techniques used to present the information but includes lack of correctness and proper usage	Report demonstrates effective use of professional tools and techniques with proper and correct usage
4	Format, Style & overall layout	Report difficult to follow (styles, colors) and information not organized\laid out properly	Acceptable formatting with little information and organization	Good formatting and organization & layout relate to report theme	Excellent formatting and labels of figures, tables and references are properly cited in the text and listed in proper format
6	Coop Experience	The report lacks of information about the experience and lessons learned	The report provides an incomplete and rough description of the experience and lessons learned	The report provides satisfactory details about the experience and lessons learned but lacking critical thinking and analysis	The report includes sufficient details about the experience and lessons learned by student throughout the training program

5	Writing Quality	The document is full of spelling and grammatical mistakes with an unprofessional writing style	The document contains a few spelling and grammatical mistakes but uses an ineffective writing style	The document contains a few spelling and grammatical mistakes with an acceptable writing style	The document contains correct spelling and grammar and an effective writing style
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