



JABATAN KEJURUTERAAN ELEKTRIK

ATTENDANCE AND INVOLVEMENT ASSESMENT FORM (CLO4A)

Project Title

NO.	STUDENT .ID	STUDENT NAME	ATTENDANCE	TOTAL MARKS	INVOLVEMENT				TOTAL MARKS
			Attendance		Participation	Effort	Team Spirit	Dependability	
			5		5	5	5	5	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Supervisor Signature :

Supervisor Name :

Date :

RUBRICS

Assessment	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
		5	4	3	2	1
ATTENDANCE	Attendance Attendance during project sessions	Attend more than 90% of the project sessions	Attend 81 - 90% of the project sessions	Attend 61 - 80% of the project sessions	Attend 40 - 60% of the project sessions	Attend less than 40% of the project sessions
INVOLVEMENT	Participation Ready /willing to involve	Frequently involve in discussion, share ideas and resources.	Usually involve in discussion, share ideas and resources.	Often involve in discussion, share ideas and resources.	Sometimes involve in discussion, share ideas and resources.	Hardly involve in discussion, share ideas and resources.
	Effort Support team members	Making the division of work fairly and helping many others to make sure the work goes smoothly.	Make a fair share of work but do not help others to make sure the work goes smoothly.	There are works that are not properly distributed but can help others.	There are works that are not properly distributed and less helpful to others.	Less working and not helping others.
	Team Spirit Respected team members, considerate and cooperative	Exceptionally helpful, respectful and considerate of other team members.	Can helpful, respectful and considerate of other team members.	Respected team members, considerate and cooperative, more than half of the time.	Respected team members, considerate and cooperative, less than half of the time.	Removed from commitment to the team effort, or over bearing and inconsiderate of team members.
	Dependability attend for team meeting	Exceptionally dependable, always attended meeting on time. Fully prepared.	Can dependable, always attended meeting on time. Fully prepared.	Dependable, attended most team meeting, generally punctual prepared more than half of the time.	Dependable, attended most team meeting, generally punctual prepared less than half of the time.	Unreliable, skipped many meeting or arrived late. Generally poor prepared.