



MTP - Evaluation Form

> Student Information

Student Name	1.	2.	3.	4.
Student ID				

> Course Information

Project Title			
Course Code		Course Name	
Department			
Instructor Name			
Semester			

> Report Evaluation

Criteria	Attributes	No.	Requirements	
Report Structure	Format	1	Using A4 paper size with uniform margins.	<input type="checkbox"/>
		2	Pictures and tables are numbered and have titles.	<input type="checkbox"/>
		3	Chapters and sections are numbered and titled.	<input type="checkbox"/>
		4	Justified text and organized pages with little to no white spaces.	<input type="checkbox"/>
		5	Numbered pages	<input type="checkbox"/>
	Report set-up	6	Standard cover page.	<input type="checkbox"/>
		7	Acknowledgement	<input type="checkbox"/>
		8	List of figures.	<input type="checkbox"/>
		9	List of tables.	<input type="checkbox"/>
		10	Table of contents	<input type="checkbox"/>
Contents	Abstract	11	Main objective of the project.	<input type="checkbox"/>
		12	Overview of the project.	<input type="checkbox"/>
		13	Research and/or analytical methods.	<input type="checkbox"/>



	14	Main findings, results, or arguments.	<input type="checkbox"/>
Introduction	15	Description of the project.	<input type="checkbox"/>
	16	Overview of similar projects.	<input type="checkbox"/>
	17	Objectives.	<input type="checkbox"/>
	18	Problem definition.	<input type="checkbox"/>
	19	Citation.	<input type="checkbox"/>
Methods and Materials	20	Description of all methods, materials, software, etc.	<input type="checkbox"/>
	21	What each method, material, software, etc. is used for?	<input type="checkbox"/>
	22	Why they have been used.	<input type="checkbox"/>
	23	Using pictures, flowcharts, or schematics, etc.	<input type="checkbox"/>
Result and discussion	24	Listing all observations during the prototyping stage with pictures.	<input type="checkbox"/>
	25	Discussion of important findings (At least one finding).	<input type="checkbox"/>
	26	Project difficulties/challenges with full explanation (including how the project mates have dealt with it).	<input type="checkbox"/>
	27	Showing the prototype (all components) with full details.	<input type="checkbox"/>
Conclusion	28	Citation.	<input type="checkbox"/>
	29	Restate the main idea of the project.	<input type="checkbox"/>
	30	Summary of overall results.	<input type="checkbox"/>
References	31	The main project finding.	<input type="checkbox"/>
	32	Future work	<input type="checkbox"/>
	33	Author's name.	<input type="checkbox"/>
	34	Title.	<input type="checkbox"/>
	35	Edition.	<input type="checkbox"/>
	36	Publication Date.	<input type="checkbox"/>
	37	Publisher.	<input type="checkbox"/>



> Poster Evaluation

Sections	Criteria	Attributes	No.	Requirements		
Section 1	Poster Format	Appearance	1	Project title		<input type="checkbox"/>
			2	Course code & title		<input type="checkbox"/>
			3	Student's names (with ID) & instructor name		<input type="checkbox"/>
			4	Consistent font size and type		<input type="checkbox"/>
			5	Justified text, uniform figure sizes with captions.		<input type="checkbox"/>
Section 2	Criteria	Attributes	No.	Not Acceptable	Poor	Adequate
	Poster Content	Abstract	6	Item is missing	Present but not clear to the reader	Present and clear enough to the reader
		Introduction	7			
		Methods and Materials	8			
		Result and discussion	9			
		Conclusion	10			
		References	11			



> Prototype Evaluation

	Item	Weight	Marks
1	The prototype is completed (the prototype is presented in the exhibition)	5	
2	The Prototype Appearance/Graphical User Interface (there is a clear effort to make project appear in a good and well-organized manner)	5	
3	Project impact (addressing the economic, environmental, and social impacts of the project)	5	
Total Prototype Marks		15	

> Individual Evaluation

	Item	Mark	Student-Mark			
			St#1	St#2	St#3	St#4
1	Time management	4				
2	Ability to explain idea, eye-contact, clear voice and student Confidence	4				
3	Understanding objectives and aims	4				
4	Ability to negotiate questions and discussions (in English)	4				
5	Understanding of the technical aspects related to the project	4				
Total		20				

> Total Marks

Report Marks	Poster Marks	Prototype Marks	Individual Evaluation	Total Marks
50	15	15	20	100

Student who is not attending the Expo and not present with the team will cut of 20 marks from the total marks.