



ASSIGNMENT RUBRICS

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

1. INDIVIDUAL ASSIGNMENT

No	Assessment	Rubrics	Performance Component	SIDDIQ Tool	Target	Performance Criteria
1.	Assignment	Yes	Report (Lower Level)	SAMOBEC/OPNEC	Individual	a) Analytical b) Writing i. Content ii. Organization iii. Grammar-Mechanics- Usage-Spelling c) Knowledge
		Yes	Report (Upper Level)	SAMOBEC/OPNEC	Individual	a) Analytical b) Writing i. Content ii. Organization iii. Language c) Knowledge
		Yes	Presentation			



2. GROUP ASSIGNMENT

No	Assessment	Rubrics	Performance Component	SIDDIQ Tool	Target	Performance Criteria
1.	Assignment	Yes	Report (Lower Level)	SAMOBEC/OPNEC	Individual	d) Analytical e) Writing iv. Content v. Organization vi. Grammar-Mechanics- Usage-Spelling f) Knowledge
		Yes	Report (Upper Level)	SAMOBEC/OPNEC	Individual	d) Analytical e) Writing iv. Content v. Organization vi. Language f) Knowledge
		Yes	Presentation			
		Yes	Team Work			



ASSIGNMENT RUBRICS

Course Name:	Student's Name:	Lecturer's Name:
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A. Rubrics Scale

1. Assignment (Lower Level)

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Analytical Skills	10%	Not able to discuss the given task	Minimal ability to discuss the given task	Some ability to discuss the given task	Able to discuss the given task	Able to discuss with good illustration		C2		A1



Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Writing Skills a) Content	20%	The content was not relevant to the given task	The content was minimally relevant to the given task	The content was generally relevant to the given task	The content was relevant to the given task	The content was very relevant to the given task				A1
b) Organization	10%	The assignment was poorly organized and lacked supporting evidence	The organization of the paper was somewhat organized with minimal supporting evidence	The organization of the paper was generally acceptable with some supporting evidence	The organization of the paper was well organized and supported	The paper was very well organized and supported			P3	
c) Grammar-Mechanics-Usage-Spelling	10%	Too many grammatical errors	Numerous grammatical errors	Several grammatical errors	Few grammatical errors	No grammatical errors				A1
Knowledge Skills	50%	Student does not demonstrate the subject knowledge	Student demonstrates some grasp of the subject knowledge	Student demonstrates moderate level of the subject knowledge	Student demonstrates sufficient level of the subject knowledge	Student demonstrates sound subject knowledge		C3		



Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Overall Assessment	100%							C3	P3	A1

2. Assignment (Upper Level)

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Analytical Skills	20%	Not able to analyze the given task	Minimal ability to analyze the given task	Some ability to analyze the given task	Able to analyze the given task	Able to analyze with good illustration	$M/5 \times 20\%$ =	C4		A3
Writing Skills a) Content	20%	The content was minimally relevant to the given task.	The content was quite relevant to the given task.	The content was relevant to the given task.	The content was highly relevant to the given task.	The content was highly relevant and interesting.	$M/5 \times 20\%$ =			A3



Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
b) Organization	10%	The paper was poorly organized and lacked supporting evidence. Generalization was a problem	The organization of the paper was weak and support was insubstantial or unconvincing	The organization of the paper was good and generally supported with little evidence	The organization of the paper was well supported with evidence	The paper was extremely well organized and supported through the use of examples in detail	M/5 x 10% =		P4	
c) Language	10%	Writing lacks sentence variety and few grammatical errors	Sentences were somewhat varied, and some were inappropriate with minimal grammatical errors	Sentences were correctly constructed	Sentences were correctly constructed and well articulated	Sentences were well written and expressed	M/5 x 10% =		P4	
Knowledge Skills	40%	Student demonstrates some grasp of the subject knowledge	Student demonstrates moderate level of the subject knowledge	Student demonstrates sufficient level of the subject knowledge	Student demonstrates sound subject knowledge	Student demonstrates excellent understanding subject knowledge	M/5 x 40% =	C4		



Criteria	Marks Allocated	Marks (<i>M</i>)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Overall Assessment	100%							C4	P4	A3

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Acknowledgement

Faculty would like to thank the following persons for their contributions to the development of the rubrics.

EN MOHD NOH AB. MAJID

PM NOR AISAH AHMAD

PN HJH AINON BASAR

CIK BADARIAH MOHD SAAD

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**CASE STUDY ANALYSIS
(Written report)**

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

EVALUATION FOR SEMESTER 1 – 2

Criteria	Weight (%)		Poor (1)	Moderate (2)	Satisfactory (3)	Good (4)	Excellent (5)	C	P	A	Marks Allocated
	Ind.	Group									
Identification of Main Issues/ Problems	40	30	Unable to identify and understand the issues in case study	Able to slightly identify and understand the issues in the case study	Able to identify and understand some of the issues in the case study	Able to identify and understand most of the issues in case study	Able to identify and understand all of the main issues in the case study	C2		A1	
Discussion of Issues	50	40	No discussion of issues	Moderate discussion of issues	Relevant discussion of some of the issues in the case	Complete but not thorough discussion of the issues	Insightful and thorough discussion of all the issues	C2			
Provide comments	10	10	No comments	Inadequate comments	Adequate comments	Relevant comments	Well-thought and highly relevant comments			A2	
Teamwork (Group Work)	N/A	20	Never contribute ideas and perform tasks	Rarely contribute ideas and perform tasks	Occasionally contribute ideas and perform tasks	Usually contribute ideas, perform tasks, tolerant and fair decision	Routinely contribute constructive ideas, perform all tasks, high tolerance and outstanding decision		P3		
Total:	100	100									/ 100



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EVALUATION FOR SEMESTER 3 – 5

Criteria	Weight (%)		Poor (1)	Moderate (2)	Satisfactory (3)	Good (4)	Excellent (5)	C	P	A	Marks Allocated
	Ind.	Group									
Identification of Main Issues/ Problems	20	10	Unable to identify and understand the issues in case study	Able to slightly identify and understand the issues in the case study	Able to identify and understand some of the issues in the case study	Able to identify and understand most of the issues in case study	Able to identify and understand all of the main issues in the case study	C2		A1	
Analysis of the Issues	30	30	No analysis of the issues	Moderate analysis of the issues	Relevant analysis of some of the issues in the case	Complete but not thorough analysis of the issues	Insightful and thorough analysis of all the issues	C4		A3	
Provide suggestions on appropriate solutions	30	30	No suggestions for solutions to the issues in the case study	Little suggestions and slightly appropriate solutions to the issues in the case study	Adequate suggestions and appropriate solutions to the issues in the case study	Relevant suggestions and appropriate solutions to the issues in the case study	Well documented and appropriate solutions to the issues in the case study	C4		A3	
Relate to theories / concepts	20	20	No effort to relate to theories / concepts	Inadequate efforts to relate to theories / concepts	adequate adaptation to theories / concepts	Significant adaptation to relate to theories / concepts	Exceptional adaptation to relate to theories / concepts	C4		A4	
Teamwork (Group Work)	N/A	10	Never contribute ideas and perform tasks	Rarely contribute ideas and perform tasks	Occasionally contribute ideas and perform tasks	Usually contribute ideas, perform tasks, tolerant and fair decision	Routinely contribute constructive ideas, perform all tasks, high tolerance and outstanding decision		P4		
Total:	100	100									/ 100

Adapted from University of Toronto Canada <http://www.winona.edu/AIR/rubrics.htm>, retrieved on 2 April 2010



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Faculty would like to thank the following persons for their contributions to the development of the rubrics.

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HAIRULNIZAM HASHIM

AMINAH MOHD ABBAS

PM DR RABIAH ABD WAHAB

NOOR HIDA MOHD NOH

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CLASS PARTICIPATION RUBRICS

Course Name:	Group's Name:	Lecturer's Name:
Course Code:	Students' Names:	Group:

CLASS PARTICIPATION: All Level

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
FREQUENCY OF PARTICIPATION IN CLASS	25%	-Student fails to initiate contribution and requires instructor to solicit input. -Never a willing participant and never volunteers point of view	-Student rarely initiate contribution and requires instructor to probe for input. -Rarely a willing participant and volunteers point of view	-Student initiates contribution at least in half of the recitations. -Usually a willing participant and volunteers point of view	-Student initiates contribution once in each recitation. -Mostly a willing participant and often volunteers point of view	-Student initiates contributions more than once in each recitation. -Always a willing participant and routinely volunteers point of view	M/5 X 25% =			A2



Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
QUALITY OF COMMENTS	25%	<p>Comments are insignificant & unnecessary; does not use appropriate terminology.</p> <p>-Fails to produce probing questions.</p>	<p>Comments are uninformative, lacking in appropriate terminology; heavy reliance on personal opinion</p> <p>- Rarely asks probing questions and usually produce irrelevant comments.</p>	<p>Comments are sometimes constructive, with occasional signs of awareness; occasionally use appropriate terminology.</p> <p>-Occasionally produce probing questions and general comments.</p>	<p>-Comments mostly insightful and constructive; mostly uses appropriate terminology.</p> <p>-Mostly produce probing questions and relevant comments.</p>	<p>-Comments always insightful and constructive; uses appropriate terminology.</p> <p>- Continually produce exemplary probing questions and significant comments with examples.</p>	M/5 X 25%=			A2
LISTENING SKILLS	25%	<p>Does not listen to others; regularly talks while others speak or does not pay attention while others speak; detracts from discussion; sleeps, playing sms, etc.</p>	<p>Often inattentive and needs reminder of focus of class. Occasionally makes disruptive comments while others are speaking.</p>	<p>- Usually attentive when others present ideas, materials, as indicated by comments that replicate and build on others' remarks.</p>	<p>Mostly attentive when others present ideas, materials, as indicated by comments that reflect and build on others' remarks.</p>	<p>Listen attentively when others present materials, perspectives, as indicated by comments that build on others' remarks.</p>	M/5 X 25%=			A5



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Faculty would like to thank the following persons for their contributions to the development of the rubrics.

SHAMSUL BAHARIN SAIHANI

DR. NORAYATI AHMAD

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A. Assessment activity

No	Assessment	Rubrics	Performance Component	SIDDIQ Tool	Target	Performance Criteria
1	Final	None	JSU	SAMOBEC	Individual	
	Test	None		SAMOBEC/OPNEC	Individual	
2	Quiz	None		SAMOBEC/OPNEC	Individual	
3	Field Trips	Yes		OPNEC	Individual	a) Participation b) Teamwork c) Leadership Traits d) Cooperation



FIELD TRIP RUBRICS

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

1. Field Trips (Level 1)

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	Cognitive	Psycho motor	Affective
		1	2	3	4	5				
Participation	35%	No <i>participation</i>	Minimal <i>participation</i>	Some <i>participation</i>	<i>Participate</i> most of the time	Actively <i>participate</i> all the time	M/5 x 35% =			A2
Teamwork	25%	Never <i>contribute</i> ideas, do not attend meetings	Rarely <i>contribute</i> ideas, rarely attend meetings	Sometimes <i>contribute</i> ideas, occasionally attend meetings	Usually <i>contribute</i> useful ideas, attend most meetings	Routinely <i>contribute</i> useful ideas, attend all meetings	M/5 x 25% =			A2



2. Field Trips (Level 2)

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	Cognitive	Psycho motor	Affective
		1	2	3	4	5				
Participation	30%	No participation, do not show interest to join activities	Little participation, do not show interest to join activities	Moderate participation, show little interest to join activities	Participate, show interest to join activities	Actively participate, always show interest to join activities	M/5 x 30% =			A3
Teamwork	30%	No contribution, not present during meetings, never share ideas	Little contribution, rarely present during meetings, rarely share ideas	Moderate contribution, occasionally present during meetings, sometimes share ideas	Contribute, present during most meetings, usually share useful ideas	Actively contribute, present in all meetings, routinely share useful ideas	M/5 x 30% =			A3
Leadership Traits	10%	Do not display leadership skills, does not execute any duties of the assigned team role	Little leadership skills displayed , execute very little duties	Moderate leadership skills displayed , execute part of the duties assigned	Display leadership skills, execute nearly all duties	Display excellent leadership skills, execute all duties assigned	M/5 x 10% =		P4	



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NOR AKILA MOHD KASSIM

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BBA PROGRAM

A. Assessment activity

No	Assessment	Rubrics	Performance Component	SIDDIQ Tool	Target	Performance Criteria
1	Final	None	JSU	SAMOBEC	Individual	Na
	Test	None		SAMOBEC/OPNEC	Individual	Na
2	Quiz	None		SAMOBEC/OPNEC	Individual	Na
3	Assignments	Yes		SAMOBEC/OPNEC	Individual/group	Na
4.	Case Study Analysis	Yes	Report	SAMOBEC/OPNEC	Individual/Group	Written a. Identification of Main Issues/ Problems b. Analysis of the Issues c. Provide suggestions on appropriate solutions d. Relate to theories / concepts e. Teamwork (Group Work)
5.	Field Trips	Yes	Report	SAMOBEC/OPNEC	Group	a. Participation b. Teamwork c. Leadership Traits d. Cooperation
6.	Project Paper	Yes	Report and Presentation	SAMOBEC/OPNEC	Individual/Group	a. Problem identification b. Critical Thinking c. Data Analysis



						<ul style="list-style-type: none">d. Result and Discussione. Spelling and Grammarf. Languageg. Overall Assessmenth. Construction of Ethical Argumentsi. Plagiarism
7.	Industrial Project Paper	Yes	Report and Presentation		Individual	<p>a. Preliminary Format</p> <ul style="list-style-type: none">1. Title wording (concise & specific)2. Title Page (Title, name of recipient and sender, date of submission)3. Letter of transmittal4. Acknowledgement/Preface5. Table of contents6. Abstract /Synopsis/ Executive Summary <p>b. Introduction</p> <p>Introduction and background of the study Description of problem statements. Description of objectives Significance of the study</p> <p>c. Literature Review</p> <p>Ability to correctly cite the references in the text Able to Paraphrasing</p>



						<p>d. Methodology Able to design or construct appropriate theoretical framework Able to design or construct appropriate theoretical framework Able to provide definition of variables Able to identify sampling methods</p> <p>e. Findings & Analysis Research contents and analysis Proper use of illustration</p> <p>f. Conclusion, Discussion and Recommendation</p> <p>g. References Format (APA) Quantity and Quality of References</p> <p>h. Overall Organization Writing style and formatting, documentation and appended materials</p>
8.	Seminars	Yes	Report	SAMOBEC/OPNEC	Group	<p>a. Attendance b. Team Member Support c. Time Management d. Confidence e. Ability to Listen f. Life Long Learning Initiative g. Life Long Learning Reflection</p>



9.	Presentation	Yes			Individual/Group	<ul style="list-style-type: none">a. Introductionb. Contentc. Defense Abilityd. Fluency and Claritye. Effective Audio Visualf. Non-verbal Communicationg. Time Management
10.	Problem Based Learning	Yes				<ul style="list-style-type: none">a. Inquiry Skillsb. Knowledge Buildingc. Communicationd. Problem Solvinge. Reasoning
11.	Thesis	Yes				
12.	Simulation and Practicum	Yes				<ul style="list-style-type: none">a. Application of knowledgeb. Acquiring of knowledge at workplacec. Participationd. Teamworke. Commitmentf. Communicationg. Rapporth. Networkingi. Personal Development



GROUP PRESENTATION RUBRICS

Course Name:	Group's Name:	Lecturer's Name:
Course Code:	Students' Names:	Group:

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Introduction	15%	Introduction is not interesting, audience is not addressed and poor presentation	Introduction is less interesting and addressed audience	Introduction is appropriately interesting, addressed audience	Interesting introduction, addressed well audience	Very interesting introduction, addressed audience well	$M/5 \times 15\% =$		P2	A2
Content	25%	Information and examples are lacking or not well chosen for the topic. Not systematic organization and incomplete.	Information and examples are lacking or not well chosen for the topic. Less complete and systematic organization. Minimum	Information and examples are less than adequate for assignment. Slightly complete and systematic organization. Average	Information and examples are appropriately organized systematically, accurately, relevantly and completely. However, the	Information and examples are organized systematically, accurately, relevantly and completely. Clear summary is	$M/5 \times 25\% =$	C3	P4	A4



		Summary is not provided	summary is provided.	summary is provided	content is just adequate for assignment. Summary is provided	provided				
Defense ability	15%	None of the group members able to answer questions, not prepared and confidence at all	Only one of the group member is able to answer questions but not prepared and confidence	Few of the group members are able to answer questions but with little preparation and confidence	Most of the group members are able to answer questions well and slightly confidence and well prepared	All group members are able to answer questions very well and confidently. Very well prepared	M/5 x 15% =	C4	P4	A5
Fluency and Clarity	15%	None of the group members is fluent and voice is not clear	Only one or two of the group members is/are fluent and voice is slightly not clear	Few of the group members are slightly not fluent and voices are quite difficult to be heard clearly	Most of the group members are fluent and voices are slightly easy to be heard clearly	All group members are very fluent and voices are easy to be heard clearly	M/5 x 15% =		P4	
Effective Audio Visual	10%	Very little or poor usage of visual materials. None of the group member is	Very little or poor usage of visual materials. However, one of the group	Visuals are adequate but do not inspire engagement with the material and few of the	Visual aids are well usage and most of the group members are able to make	Visual aids are well usage and all group members are able to make presentation more	M/5 x 10% =		P4	A5



		able to do interesting presentation	members is only able to make the interesting presentation	group members are able to make the presentation interesting	presentation interesting and meaningful	interesting and meaningful				
Non-verbal Communication	10%	None of the group member able to use body language (appearance, eye contact and gestures) towards the audience	One of the group members makes minimum body language (appearance, eye contact and gestures) towards the audience but happens only a few times for a short period of time	Few of the group members makes an acceptable body language (appearance, eye contact and gestures) may focus on only one member of the audience or a select few members	Most of the group members' body language (appearance, eye contact, gestures and voice) may focus on audience	All of the group members able to use excellent body language (appearance, eye contact and gestures) with everyone	M/5 x 10% =	C3	P2	A3
Time Management	10%	The team never get things done on time and time is not appropriately used	The team gets only a few things done within the time frame and time is not appropriately used	The team gets many of the things done. Time is appropriately used, but may run slightly over or under allocated time	The team starts the presentation slightly before scheduled. Time is appropriately used, but may run slightly over or under	The team is able to start and complete the presentation within the time frame.	M/5 x 10% =	C3	P4	A2



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					allocated time					
Overall Assessment	100									

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INDIVIDUAL PRESENTATION RUBRIC
LEVEL 1

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks Allocated	Marks (<i>M</i>)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Introduction	15	Introduction is not interesting, audience is not addressed and poor presentation	Introduction is less interesting and addressed audience	Introduction is appropriately interesting, addressed audience	Interesting introduction, addressed well audience	Very interesting introduction, addressed audience well	$M/5 \times 15\% =$		P2	A2
Content	20	Information and examples are lacking or not well chosen for the topic. Not systematic organization and incomplete. Summary is not provided	Information and examples are lacking or not well chosen for the topic. Less complete and systematic organization. Minimum summary is provided.	Information and examples are less than adequate for assignment. Slightly complete and systematic organization. Average summary is provided	Information and examples are appropriately organized systematically, accurately, relevantly and completely. However, the content is just adequate for assignment. Summary is	Information and examples are organized systematically, accurately, relevantly and completely. Clear summary is provided	$M/5 \times 20\% =$	C3	P4	A4



					provided					
Defense ability	10	Unable to answer questions, not prepared and confidence at all	Able to answer questions but not prepared and confidence	Able to answer questions but with little preparation and confidence	Able to answer questions well and slightly confidence and well prepared	Able to answer questions very well and confidently. Very well prepared	M/5 X 10%=	C4	P4	A5
Fluency and Clarity	15	Presenter is not fluent and voice is not clear	Presenter is not fluent and voice is slightly not clear	Presenter is slightly not fluent and voice is quite difficult to be heard clearly	Presenter is fluent and voice is slightly easy to be heard clearly	Presenter is very fluent and voice is easy to be heard clearly	M/5 X 15%=		P4	
Effective Audio Visual	10	Very little or poor usage of visual materials.	Very little or poor usage of visual materials.	Visuals are adequate but do not inspire engagement with the material	Visuals are adequate but slightly inspire engagement with the material	Visual aids are well usage and are used to make presentation more interesting and meaningful	M/5 X 10%=		P4	A5



INDIVIDUAL PRESENTATION RUBRIC
LEVEL 2

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks Allocated	Marks (<i>M</i>)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Introduction	15	Introduction is not interesting, audience is not addressed and poor presentation	Introduction is less interesting and addressed audience	Introduction is appropriately interesting, addressed audience	Interesting introduction, addressed well audience	Very interesting introduction, addressed audience well	$M/5 \times 15\% =$		P2	A2
Content	20	Information and examples are lacking or not well chosen for the topic. Not systematic organization and incomplete. Summary is not provided	Information and examples are lacking or not well chosen for the topic. Less complete and systematic organization. Minimum summary is provided.	Information and examples are less than adequate for assignment. Slightly complete and systematic organization. Average summary is provided	Information and examples are appropriately organized systematically, accurately, relevantly and completely. However, the content is just adequate for assignment.	Information and examples are organized systematically, accurately, relevantly and completely. Clear summary is provided	$M/5 \times 20\% =$	C3	P4	A4



					Summary is provided					
Defense ability	15	Unable to answer questions, not prepared and confidence at all	Able to answer questions but not prepared and confidence	Able to answer questions but with little preparation and confidence	Able to answer questions well and slightly confidence and well prepared	Able to answer questions very well and confidently. Very well prepared	M/5 X 15% =	C4	P4	A5
Fluency and Clarity	15	Presenter is not fluent and voice is not clear	Presenter is not fluent and voice is slightly not clear	Presenter is slightly not fluent and voice is quite difficult to be heard clearly	Presenter is fluent and voice is slightly easy to be heard clearly	Presenter is very fluent and voice is easy to be heard clearly	M/5 X 15% =		P4	
Effective Audio Visual	10	Very little or poor usage of visual materials.	Very little or poor usage of visual materials.	Visuals are adequate but do not inspire engagement with the material	Visuals are adequate but slightly inspire engagement with the material	Visual aids are well usage and are used to make presentation more interesting and meaningful	M/5 X 10% =		P4	A5



INDIVIDUAL PRESENTATION RUBRIC LEVEL 3

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Introduction	15	Introduction is not interesting, audience is not addressed and poor presentation	Introduction is less interesting and addressed audience	Introduction is appropriately interesting, addressed audience	Interesting introduction, addressed well audience	Very interesting introduction, addressed audience well	M/5 X 15% =		P2	A2
Content	30	Information and examples are lacking or not well chosen for the topic. Not systematic organization and incomplete. Summary is not provided	Information and examples are lacking or not well chosen for the topic. Less complete and systematic organization. Minimum summary is provided.	Information and examples are less than adequate for assignment. Slightly complete and systematic organization. Average summary is provided	Information and examples are appropriately organized systematically, accurately, relevantly and completely. However, the content is just adequate for assignment. Summary is provided	Information and examples are organized systematically, accurately, relevantly and completely. Clear summary is provided	M/5 X 30% =	C3	P4	A4



Defense ability	15	Unable to answer questions, not prepared and confidence at all	Able to answer questions but not prepared and confidence	Able to answer questions but with little preparation and confidence	Able to answer questions well and slightly confidence and well prepared	Able to answer questions very well and confidently. Very well prepared	M/5 X 15% =	C4	P4	A5
Fluency and Clarity	10	Presenter is not fluent and voice is not clear	Presenter is not fluent and voice is slightly not clear	Presenter is slightly not fluent and voice is quite difficult to be heard clearly	Presenter is fluent and voice is slightly easy to be heard clearly	Presenter is very fluent and voice is easy to be heard clearly	M/5 X 10% =		P4	
Effective Audio Visual	10	Very little or poor usage of visual materials.	Very little or poor usage of visual materials.	Visuals are adequate but do not inspire engagement with the material	Visuals are adequate but slightly inspire engagement with the material	Visual aids are well usage and are used to make presentation more interesting and meaningful	M/5 X 10% =		P4	A5



**LIFE-LONG LEARNING & INFORMATION MANAGEMENT SKILLS
ASSESSMENT RUBRICS**

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Trait	Below expectation			Meet expectation			Weighted Marks Obtained
	Marks allocated	1 Very poor	2 Poor	3 Satisfactory	4 Good	5 Very good	
LL1- The ability to find and manage relevant information from different sources	50%	Not able to find and manage relevant information from conventional or technology related sources.	Only able to find and manage relevant information from conventional or technology related sources with guidance.	Able to find and manage relevant information from conventional and technology related sources with minimum guidance but not from various sources.	Able to find and manage relevant information from various conventional and technology related sources.	Always able to find and manage relevant and high quality information from various conventional and technology related sources.	M/5 x 50% =
LL2- The ability to accept new ideas and willingness to embrace autonomous learning	30%	No able to accept new idea; not able and not willing to conduct autonomous learning.	Difficult to accept new idea; not able and not willing to conduct autonomous learning	Need time to accept new idea; not able but willing to conduct autonomous learning.	Able to accept new idea; able and willing to conduct autonomous learning.	Always seek knowledge and able to accept new idea; able and willing to conduct autonomous learning.	M/5 x 50% =
LL3- The ability to develop an inquisitive mind in search of new knowledge	20%	Not inquisitive, non knowledge seeker.	Less inquisitive, less knowledge seeking.	Has ability to develop inquisitive mind in limited areas: seek knowledge in certain areas of study.	Has high ability to develop inquisitive mind and always seek knowledge in all relevant areas of study.	Always have high ability to develop inquisitive mind and always seek knowledge in all relevant areas of study.	M/5 x 50% =
Total	100%						



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Dr. Salleh Radzi (HM)

Yamin Kamis (IS)

Mohd Badri (BM)

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PEER EVALUATION RUBRIC

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
FREQUENCY OF PARTICIPATION IN GROUP	25%	-Never participate and volunteers point of view.	-Rarely participate and volunteers point of view.	-Usually participate and sometimes volunteers point of view.	-Mostly participate and often volunteers point of view.	-Consistently participate and routinely volunteers point of view.	M/5 X 25%=			A2
ROLE PERFORMANCE	25%	-Fails to perform assigned role within the group.	- Rarely performs assigned role within the group.	- Adequately performs assigned role within the group.	-Regularly performs assigned role within the group.	-Always performs assigned role within the group.	M/5 X 25%=			A2
COOPERATION	25%	-Never interact well within the group and disrespect other group members.	-Rarely interact well within the group and sometimes respects other group members.	-Adequately interact well within the group and respect other group members.	-Regularly interact well within the group and often respect other group members.	-Always interact well within the group and consistently respect other group members.	M/5 X 25%=			A5



Criteria	Marks Allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
WORKS TOWARD TEAM GOALS (e.g. DEADLINES)	25%	- Never work toward team goals and produce poor quality work.	- Rarely work toward team goals and produce mediocre quality work.	- Occasionally work toward team goals and adequately produce quality work.	- Frequently work toward team goals and often produce high quality work.	- Always consistently work toward team goals and continually produce high quality work.	M/5 X25 %=		P2	
Overall Assessment	100%									

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Acknowledgement

Faculty would like to thank the following persons for their contributions to the development of the rubrics.

SHAMSUL BAHARIN SAIHANI

DR. NORAYATI AHMAD

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Project Paper Rubrics

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks allocated	1 Poor	2 Moderate	3 Satisfactory	4 Good	5 Excellent	Weighted Marks Obtained	C	P	A
Problem identification	5%	Inability to develop ideas, uneven and ineffective overall organization, vague introduction or conclusion	No continuity in identifying ideas. Some overall organization, but poor sequence of some ideas	Organization and development of ideas are logical together with relevant arguments and reasons	Clear overall organization relating most ideas together, good introduction and conclusion.	Develops ideas, organizes them logically. Clear and specific introduction and conclusion.	M/5 X 5 =	C4		
Critical Thinking	10%	Failed to evaluate underlying issues	Able to identify some of the underlying issues.	Adequately addressed issues and assumptions	Good description of issues and assumptions.	Comprehensive description of issues and assumptions.	M/5 X 10 =	C5		
Data Analysis	10%	Do not used technique and tools to analyse data	Insufficient usage of data and wrong use of technique and tools	Sufficient usage of data, statistical tools and technique.	Good usage of data and appropriate use of statistical tools and technique	Comprehensive usage of data and use of tools and technique	M/5 X 10 =	C4		



Result and discussion	20%	No discussion of the results	Minimal discussion of the results	Sufficient discussion of the results	Good discussion of the results	Relevant and thorough discussion, Address all research objectives and superior findings	M/5 X 20 =	C5		
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Criteria	Marks allocated	1 Poor	2 Moderate	3 Satisfactory	4 Good	5 Excellent	Weighted Marks Obtained	C	P	A
Spelling and Grammar	5%	Numerous errors in spelling and grammar	Some errors in spelling and grammar distract the reader	Spelling and grammar are satisfactory	Meet normal conventions of spelling and grammar throughout and has proofread	The writing is error-free in terms of spelling and grammar	M/5 X 5 =		P4	
Language	5%	Ambiguous and unclear, sentence structures	Some word forms and sentence structures are inadequate to convey basic meaning.	Words and sentences structures are generally understandable.	Word forms are correct, sentence structure is effective. Presence of a few errors is not distracting.	Employs words with fluency, develops concise standard English sentences, and balances a variety of sentence structures effectively.	M/5 X 5 =		P4	
Overall Assessment	20%	The paper is not acceptable. The work is not up to the quality level.	The paper is acceptable and demonstrate some understanding of the topic	The paper is good and demonstrated average understanding of the topic	The paper is good and demonstrated above average understanding of the topic	The paper is excellent and demonstrated superior quality.	M/5 X 20=		P5	



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Pn. Nor Hashima,
En Mohd Badri

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**SEMINAR RUBRICS
YEAR 1**

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Teamwork Attendance	30%	All members frequently miss meetings	Most members are not present at most meetings When members have to be absent they DO NOT inform and/or seek the agreement of the team.	Some members are not present at most meetings. When members have to be absent they inform and/or seek the agreement of the team.	Most members are present at most meetings. When members have to be absent they inform and/or seek the agreement of the team.	All members attend all meetings	M/5 X 30% =			A3
Teamwork Team Member Support	40%	The team atmosphere is competitive and individualistic rather than cooperative and supportive.	The team atmosphere is slightly competitive and individualistic but sometimes members cooperate and support each other.	There is a general atmosphere of respect for team members, but some members may not be heard as much as others. Acknowledging others' work is serendipitous rather	Most team member is treated with respect. Most members listen to most ideas. The work of most person is acknowledged. Members may not feel free to seek assistance from	Every team member is treated with respect. All members listen to all ideas. The work of each person is acknowledged. Members feel free to seek assistance	M/5 X 40% =			A3



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Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
				than planned. Some members may not feel free to turn to others for help.	others or to ask questions.	from others or to ask questions.				
Teamwork Time Management	30%	Never gets things done on time.	Rarely gets things done by the deadlines	Tends to procrastinate, but always gets things done by the deadlines.	Usually uses time well throughout the project, but may have procrastinated on one thing.	Routinely uses time well throughout the project to ensure things get done on time.	$M/5 \times 30\% =$			A3
Total	100%									



SEMINAR RUBRICS
YEAR 2

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Teamwork Attendance	15%	All members frequently miss meetings	Most members are not present at most meetings When members have to be absent they DO NOT inform and/or seek the agreement of the team.	Some members are not present at most meetings. When members have to be absent they inform and/or seek the agreement of the team.	Most members are present at most meetings. When members have to be absent they inform and/or seek the agreement of the team.	All members attend all meetings	M/5 x 15% =			A3
Teamwork Team Member Support	20%	The team atmosphere is competitive and individualistic rather than cooperative and supportive.	The team atmosphere is slightly competitive and individualistic but sometimes members cooperate and support each other.	There is a general atmosphere of respect for team members, but some members may not be heard as much as others. Acknowledging others' work is serendipitous rather than planned. Some members may not feel free to turn to others	Most team member is treated with respect. Most members listen to most ideas. The work of most person is acknowledged. Members may not feel free to seek assistance from others or to ask questions.	Every team member is treated with respect. All members listen to all ideas. The work of each person is acknowledged. Members feel free to seek assistance from others or to ask questions.	M/5 X 20% =			



Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
				for help.						
Teamwork (LO5) Time Management (Year 1,2,3)	15%	Never gets things done on time.	Rarely gets things done by the deadlines	Tends to procrastinate, but always gets things done by the deadlines.	Usually uses time well throughout the project, but may have procrastinated on one thing.	Routinely uses time well throughout the project to ensure things get done on time.	$M/5 \times 15\% =$			A3
Leadership Skills (LO9) Confidence (Year 2,3)	25%	Gives an impression of reluctance or uncertainty about exercising leadership	Looks comfortable but less confident in exercising leadership duties	Looks comfortable and confident in exercising leadership duties	Uses fairly strong verbal and non verbal behaviour to convey authority and concern.	Uses strong verbal and non verbal behavior to convey authority and concern.	$M/5 \times 25\% =$			A3
Total										



SEMINAR RUBRICS
YEAR 3

Course Name:	Student's Name:	Lecturer's Name:
Course Code:	Student's ID:	Group:

Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Teamwork Attendance	10%	All members frequently miss meetings	Most members are not present at most meetings When members have to be absent they DO NOT inform and/or seek the agreement of the team.	Some members are not present at most meetings. When members have to be absent they inform and/or seek the agreement of the team.	Most members are present at most meetings. When members have to be absent they inform and/or seek the agreement of the team.	All members attend all meetings	M/5 X 10% =			A3
Teamwork Team Member Support	10%	The team atmosphere is competitive and individualistic rather than cooperative and supportive.	The team atmosphere is slightly competitive and individualistic but sometimes members cooperate and support each other.	There is a general atmosphere of respect for team members, but some members may not be heard as much as others. Acknowledging others' work is serendipitous rather than planned. Some members may not feel free to turn to others for help.	Most team member is treated with respect. Most members listen to most ideas. The work of most person is acknowledged. Members may not feel free to seek assistance from others or to ask questions.	Every team member is treated with respect. All members listen to all ideas. The work of each person is acknowledged. Members feel free to seek assistance from others or to ask questions.	M/5 X 10% =			A3



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Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
Teamwork) Time Management	10%	Never gets things done on time.	Rarely gets things done by the deadlines	Tends to procrastinate, but always gets things done by the deadlines.	Usually uses time well throughout the project, but may have procrastinated on one thing.	Routinely uses time well throughout the project to ensure things get done on time.	M/5 X 10% =			A3
Leadership Skills Confidence	15%	Gives an impression of reluctance or uncertainty about exercising leadership	Looks comfortable but less confident in exercising leadership duties	Looks comfortable and confident in exercising leadership duties	Uses fairly strong verbal and non verbal behaviour to convey authority and concern.	Uses strong verbal and non verbal behavior to convey authority and concern.	M/5 X 15% =			A3
Leadership Skills Ability to Listen	15%	Always talking- may never allows anyone else to speak	Rarely allows others to speak	Usually doing most of the talking	Listens, but sometimes talks too much	Listens and speaks a fair amount	M/5 X 15% =		P4	A5
Life long Learning Initiative	20%	Incomplete required work.	Complete required work.	Complete required work and identifies opportunities to expand knowledge, skills, and abilities.	Complete required work, identifies and pursues opportunities to expand knowledge, skills, and abilities.	Complete required work, generates and pursues opportunities to expand knowledge, skills, and abilities.	M/5 X 20% =		P6	
Life long Learning Reflection	20%	Failed to review prior learning (past experiences inside and outside of the	Reviews prior learning (past experiences inside and outside of the classroom) at a surface level,	Reviews prior learning (past experiences inside and outside of the classroom) with some depth, which allows somewhat	Reviews prior learning (past experiences inside and outside of the classroom) in depth, which allows broader perspectives	Reviews prior learning (past experiences inside and outside of the classroom) in depth which	M/5 X 20% =	C6		



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Criteria	Marks allocated	Marks (M)					Weighted Marks Obtained	C	P	A
		1	2	3	4	5				
		classroom) at all.	without revealing any perspective about educational or life events.	broader perspectives about educational or life events.	about educational or life events.	allows expanded knowledge, growth, and maturity over time.				
TOTAL	100%									



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- Disclaimer: This is general form for seminar evaluation for lecturers. For each individual code, lecturers are recommended to produce rubrics for peer evaluation (for students) based on each subject's weight and requirements.
- Evidences are: minutes of meeting, final seminar report, individual seminar report (especially on life long learning), peer evaluation, and lecturer's observation.