

Appendix – 1

A typical format for the assessment of an Assignment

Name of the College:

Name of the Student:	
Academic Year of the Student:	
Name of the Subject:	
Title of the Assignment:	
Date on which the Assignment was given:	
Date on which the Assignment was submitted:	
Name & Designation of the Evaluator:	
Signature of the Evaluator with Date:	

Directions: For evaluation, enter rating of the student utilizing the following scale:

5 – Excellent; 4 - Very Good; 3 – Good; 2 – Satisfactory; 1 - Poor

Assessment Criteria	Score	Comments if any
a. Relevance with the content		
b. Use of resource material		
c. Organization & mechanical accuracy		
d. Cohesion & coherence		
e. Language proficiency & Timely submission		
Total Score		

Signature of the Student with Date:

Note: Subject teacher should try to cover all assignments mentioned in the list for each practical subject by assigning the topics to the students. Students should be encouraged to submit an assignment (in a format decided by the Institute) and encouraged to present assignments (at least any one assignment per subject) in the class.

Appendix – 2

A typical format for the assessment of a Field Visit Report

Name of the College:

Name of the Student:	
Academic Year of the Student:	
Name of the Subject:	
Name & full address of the organization visited:	
Date and Duration of Visit:	
Name & Designation of the Evaluator:	
Signature of the Evaluator with Date:	

Objectives set for the field visit: (give 2 – 4 objectives one by one)
Prior preparation of the student for the field visit: (minimum 100 words)
Describe the general experiences during the field visit: (minimum 100 words)
Learning points: Describe what theoretical concept that is correlated during the field visit: (minimum 300 words)