



DIS 7:

Assessment/ Evaluation Forms.

To assist both academic tutor and industrial supervisors, and to ensure that a consistent and equitable arrangements are made for assessment of DIS for all students, a series of standard marking schemes and sheets have been made available which should be copied as appropriate and used to carry out the various elements of the assessment. The following are provided.

- Progress assessment by the industrial supervisor. (DIS 7.1(a))
- Students self assessment (DIS 7.1(b))
- The record of professional training (DIS 7.2)
- The technical report or dissertation (DIS 7.3)
- The formal presentation (DIS 7.4)

The requirements and assessment of each of these elements is explained in the following subsections in more detail.

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DIS 7.1(a). Evaluation Of Trainee's Progress By Industrial Supervisor

Instructions: This document should be completed and signed by the industrial supervisor in advance of the DIS review meetings, where it will form part of the agenda for the meeting. The report should be discussed with the placement student as the basis for their continuing personal and professional development plans during the course of the placement. The student should sign the document to confirm that they are aware of its contents.

This assessment scheme is based on the MPDS administered by the IMechE. At the present time the Institute of Materials do not have an equivalent, although it is probable that a similar programme will be introduced in the future.

Trainee family or last name Forenames

Company/Organisation Name:

Supervisors Name:

Please state Professional Membership etc if applicable (e.g. MIM, CEng etc..)

Report for the period from to

1. Assessment summary - read and complete the following pages before completing this section.

PERSONAL	Self-management Communicative skills Personal/social skill Confidence Interest/attitude
TECHNICAL	Comprehension Creativity Technical achievement
BUSINESS/ MANAGEMENT	Commercial skills Organisation skills
	Overall performance

2. If necessary, what action is proposed in view of this assessment? Supervisor's recommendations

I have read and understood this report
Trainee's signature

Date

Evaluation of Trainee's progress by Industrial supervisor

SCORE
(Please ring appropriate score under each heading)

PERFORMANCE ASSESSMENT - to be completed for each assessment period by ringing appropriate score.

1. SELF MANAGEMENT - *The ability to control and direct ones own career and efforts*

- In personal control and able to negotiate own requirements 10 9
- Conscious of personal direction and will able to use available resources 8 7
- Reasonably able to seek appropriate guidance 6 5
- Slow to perceive own interest and contact appropriate resources 4 3
- Passive and relies entirely on outside direction 2 1

2. COMMUNICATIVE SKILLS- *The ability to give a complete and concise account of a situation either orally or in writing*

- Always clear, concise and adequate, overall presentation of a high standard 10 9
- Reasonable presentation with some inaccuracies in content, but rarely has difficulty in making a point 8 7
- Usually easy to understand 6 5
- Tendency to be inadequate and inaccurate and has difficulties in conveying the meaning 4 3
- Poor presentation, tends to be incoherent, lacking in content and accuracy 2 1

3. PERSONAL/SOCIAL SKILLS - *The ability to mix with others and gain respect*

- Able to mix well and establish good relationships with people at all levels 10 9
- Mixes well and establishes good relationships, but at own level only 8 7
- Attempts to mix and make a contribution 6 5
- Tends to be shy and retiring, has difficulty in establishing good relationships 4 3
- Prefers own company, not a good mixer 2 1

Evaluation of Trainee's progress by Industrial supervisor contd..

	SCORE
4. CONFIDENCE- <i>The capacity for self-reliance and assurance</i>	
- Self-reliant, confident and keen to accept responsibility	10 9
- Accepts responsibility but needs to seek guidance at times	8 7
- Accepts responsibility if encouraged but finds difficulty in gauging when to seek guidance	6 5
- Accepts responsibility reluctantly and needs occasional reassurance	4 3
- Lacking in confidence, frequently needs reassurance	2 1
5. INTEREST & ATTITUDE - <i>Understanding the purpose of training and how it can be best achieved</i>	
- Understands well and shows considerable enthusiasm	10 9
- Good general interest but unsure of appropriateness of the details	8 7
- Usually interested, but unsure of the need of the programme's details	6 5
- Sometimes indifferent and thinks training of little value	4 3
- Generally indifferent and unreliable and considers training a waste of time	2 1
6. COMPREHENSION- <i>The ability to understand and interpret instructions</i>	
- Understands well at first attempt, readily grasps new ideas/concepts	10 9
- Does not normally require additional information/explanation	8 7
- Sometimes requires additional information/explanation	6 5
- Frequently requires additional information/explanation, takes time to grasp new ideas/concepts	4 3
- Usually lacking comprehension and has a poor grasp of new ideas/concepts	2 1

Evaluation of Trainee's progress by Industrial supervisor contd..

	SCORE
7. CREATIVITY - <i>Ability to originate new and improved uses of ideas, people and resources</i>	
- Excellent problem solver	10 9
- Good understanding and useful innovator	8 7
- Has put forward some ideas	6 5
- Will perform function adequately, but shows little innovation	4 3
- Does not welcome change	2 1
8. TECHNICAL ACHIEVEMENT - <i>The ability to translate knowledge and skills into achieving results</i>	
- Quickly develops skills and achieves excellent results without prompting	10 9
- Achieves well with little supervision	8 7
- Average ability in achieving results but hesitant, with little initiative	6 5
- Usually needs assistance to achieve tasks	4 3
- Requires explicit instruction, close supervision and assistance	2 1
9. COMMERCIAL SKILLS - <i>The ability to see engineering in a business environment</i>	
- Fully aware of commercial and financial implications of task	10 9
- Generally aware of implications, but sometimes needs clarification on a particular point	8 7
- Only aware of the business environment when seconded to a commercial department	6 5
- Limited awareness of any commercial ramifications	4 3
- Believes that the business depends upon engineering decisions only	2 1

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DIS 7.1(b) - DIS Professional Development Self Evaluation

The objectives for the placement in terms of the planned outputs and training elements should be planned and discussed between student and industrial supervisor on a regular basis.

The student is required to objectively analyse their performance against the objectives set for them and identify where their particular strengths and weaknesses lie. This information should be used by the student to target areas for development. This form should be completed by the student and handed to the industrial supervisor one week prior to the planned review meetings for additional comment. The contents will form the basis of discussions at the review meetings.

Period from _____ to _____

Dept/Division _____ Location _____

Company and Professional Development objectives to be met for this period
(Completed by student)

Trainee's evaluation of the period
(completed by student)

Industrial Supervisors Review & Suggestion/s for improvement.

Supervisors Signature: _____ Date _____

Academic tutors comments:

Tutors signature

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DIS 7.2 Assessment of Student's Training Record by Visiting Academic Tutor

ASSESSMENT ITEM

GRADE AWARDED (A-F)

Communication of Activities and Ideas

Ability to Recognise and Solve Problems

Understanding of Company Activities

Ability to Work with Company Staff

Value of Training to Student's development

Student's name

Signed

Date

Company

Guide to Marking

Excellent

Above Average

Below Average

Poor

A*

A - B

C - D

E - F

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**DIS 7.3 Assessment Of Technical Report By Industrial Supervisor And
Academic Tutor**

ASSESSMENT ITEM

GRADE AWARDED (A-F)

Structure of Report
(Use of headings, organisation, etc)

Personal Observations
(Development of arguments)

Clarity of Expression
(Use of concise writing style)

Graphical Aids
(Use of diagrams, graphs, etc)

Information Retrieval
(Use of references and bibliography)

Student's name

Signature of assessor

Date

Company

Guide to Marking

Excellent

Above Average

Below Average

Poor

A*

A - B

C - D

E - F

*NB Report should be marked separately by industrial supervisor and
academic tutor with the overall mark being subsequently agreed between
them*

INSTITUTE OF POLYMER TECHNOLOGY AND MATERIALS ENGINEERING**DIS 7.4 Assessment of Oral Presentation by Panel**ASSESSMENT ITEMGRADE AWARDED (A-E)

Quality of presentation

Comprehension of technical and/or
Commercial Aspects of the Work

Question and Answer Session

COMMENTS

The best thing about the presentation was

The worst thing about the presentation was

Student's name

Signature of assessor

Date

Company

Guide to Marking

Outstanding	A*
Excellent, student demonstrated a high level of presentation skills	A - B
Average, some further practice will improve the student's presentation skills	C - D
Poor, student needs to be taught the skills required to give an oral presentation	E - F

NB Oral presentation should be marked by a panel attending the presentation comprising (AT LEAST) the industrial supervisor and academic tutor plus one other manager from within the host company, using this scheme. The overall mark is agreed between panel members in closed session following the presentation.