

FYP Proposal Defense Evaluation Form and Rubrics

Criteria	1	2	3	4	5
R1 Subject Knowledge	Student has no knowledge of both problem and solution. Cannot answer basic questions.	Student has no or very less knowledge of both problem and solution. Cannot answer questions.	Student is uncomfortable with information. Seems novice and can answer basic questions only.	Student has competent knowledge and is at ease with information. Can answer questions but without rationalization and explanation.	Student has presented full knowledge of both problem and solution. Answers to questions are strengthened by rationalization and explanation.
R2 Organization and Content of Presentation	Student is clueless about the content of his presentation.	Information is arranged in confused and unstructured way. Key points are not covered. The contents are hard to understand and interpret.	Information articulated clearly but it is difficult to follow the presentation. All key points are covered but no use of charts, graphs, figures etc., to explain salient points.	Information articulated clearly and the flow is reasonable. All key points are covered but limited use of charts, graphs, figures etc., to explain salient points.	Information articulated clearly and is organized in a structured way with logical flow between parts. All key points are covered. Enhances presentation and keeps interest by effective use of charts, graphs, figures etc., to explain salient points.
R3 Problem Statement	Problem statement is not stated at all or vaguely stated. Description of unmet need or problem is missing	Problem statement is stated but not entirely clear. Seems novice and can answer basic questions only.	Problem statement is stated but lacks necessary justification in light of the literature review.	Problem statement is stated and covers necessary justification with reference to the literature review. Details of the unmet need or problem the FYP is aiming to solve are clear.	Problem statement is stated and covers sufficient justification. New reader can clearly understand its value and context. Details of unmet needs are there. Potential customers have been identified.
R4 Literature Review	Literature Review is not written or written in a vague form.	Literature Review is written in an ordinary way. The review material i.e. research papers or web material is not at all clear to a reader who is unfamiliar.	Literature review provides a reasonable description of the project background and its significance but can be improved. Number of research papers/ web material needs to be added more.	The review provides a good background and details of the literature. However, it is not written in scientific writing standards for review.	Literature review is excellently written according to the scientific writing standards and covers maximum of the research papers/web material related to project.
R5 Project Overview, Methodology	The approach that will be taken to solve the problem is not discussed.	Some aspects of the solution are discussed briefly but much of the description is left out.	The methods, approaches, tools, techniques, algorithms, or other aspects of the solution are discussed but not in a convincing manner. Much is left to the readers' imagination.	The methods, approaches, tools, techniques, algorithms, or other aspects of the solution are sufficiently discussed.	The methods, approaches, tools, techniques, algorithms, or other aspects of the solution are sufficiently discussed with sufficient details and supporting figures. Work division between group members is clearly defined.
R6 Language and	A lot of spelling and grammatical	Frequent spellings and grammatical	Occasional spellings and grammatical	Occasional spellings and grammatical	Almost no spelling or grammatical

Grammar	mistakes in the report. Writing is not understandable.	errors that impede the reading flow. Writing is in need of significant editing and improvement	errors. Writing is acceptable but not entirely clear.	errors that have only minor impact on flow of reading. Writing is overall clear. Organization is good. Content is supported by good number of figures and tables.	mistake. Writing is easy to read. Excellent organization. Writing is concise yet all necessary content is included. Figures and tables support content.
R7 Delivery & Presentation Skills	Presentation was not clear at all. Language was not appropriate	Presenter occasionally spoke clearly. Holds little to no eye contact.	Presenter spoke clearly. Language was generally clear but mostly reading from notes.	Presenter spoke very clearly. Language was generally clear and delivery was fluent. Consistent use of direct eye contact with audience.	Presenter spoke clearly and at a good pace to ensure audience comprehension. Language was used effectively and delivery was fluent and expressive.
R8 Work Division	Work division among group members is not shown	Work Division among group members is not appropriate.	Work division is shown but more clarity is needed	Work division is shown.	Clear work division among group members is shown.