

APPENDIX 3d: TEMPLATE FOR **FINAL REPORT**

VIETNAM JAPAN UNIVERSITY

FINAL EXAMINATION

Faculty/Program:

Course name:

Semester: **Academic year:**

1. Requirements

(Please provide detailed information on requirements for the final report/assignments such as text format, and presentation, ... if any.

Please provide evaluation criteria so that students understand the specific requirements for the final report/assignments.)

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Below is an example of assessment criteria for the lecturers to refer to:

Criteria	Rating scales					Score
	Weight	Excellent (9-10 points)	Good (7-8 points)	Fair (5-6 points)	No passed (0-4 points)	
1. Focus, Purpose	5%	Purpose is clear	Shows awareness of purpose	shows limited awareness of purpose	No focus or purpose	
2. Main idea	10%	Clearly presents a main idea and supports it throughout the paper.	There is a main idea supported throughout most of the paper.	Vague sense of a main idea, weakly supported throughout the paper.	No main idea	
3. Organization	10%	- Well-planned and well-thought out. Includes title, introduction, statement of main idea, transitions and conclusion - All paragraphs have clear ideas, are supported with examples and have smooth transitions - Length as required	- Good overall organization, includes the main organizational tools - Most paragraphs have clear ideas, are supported with some examples and have transitions - Length as required	- There is a sense of organization, although some of the organizational tools are used weakly or missing - Some paragraphs have clear ideas, support from examples may be missing and	- No organization - Lack of clear ideas for paragraphs - Too long or too short compared to requirements - Many text formatting errors	

		- Format text as required	- There is a format error	transitions are weak - Too long or too short compared to requirements - Some text formatting errors		
4. Content	50%	- Exceptionally well presented and argued; - ideas are detailed, well-developed, supported with specific evidence & facts, as well as examples and specific details	- Well-presented and argued; - ideas are detailed, developed and supported with evidence and details, mostly specific.	- Content is sound and solid; - - ideas are present but not particularly developed or supported; some evidence, but usually of a generalized nature.	The content is less relevant to the topic	
5. Grammar	5%	- Excellent grammar, spelling, syntax and punctuation. - Sentences are clear and varied in pattern, from simple to complex, with excellent use of punctuation - There is clear use of a personal and unique style of writing, suited to audience and purpose; the paper holds the reader's interest with ease..	- A few errors in grammar, spelling, syntax and punctuation, but not many - Sentences are clear but may lack variation; a few may be awkward and there may be a few punctuation errors. - There is an attempt at a personal style but style of writing may be awkward or unsuited to audience and purpose	- Shows a pattern of errors in spelling, grammar, syntax and/or punctuation. - Sentences are generally clear but may have awkward structure or unclear content; there may be patterns of punctuation errors - There is little attempt at style; reads as flat and perhaps uninteresting in content, which is usually generalized.	- Continuous errors - Sentences aren't clear - No attempt at style	
6. References	10%	Well matching and following guidelines	Error (matching, following guidelines): < 20% of references	Error (matching, following guidelines): 20 – 50% of references	Error (matching, following guidelines): > 50% of references	
7. Plagiarism	10%	Plagiarism rate < 5%	Plagiarism rate: 5%-10%	Plagiarism rate: 10%-15%	Plagiarism rate 15%-20%	



Note: In case the plagiarism rate is greater than 20%, the final result will receive 0 points as in the Anti-Plagiarism Regulations of Vietnam Japan University.

2. Questions (*Providing the topics or questions that students can choose from to work on as required*)

Question 1: (..... points)

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Question 2: (..... points)

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---End---

APPENDIX 4c: TEMPLATE FOR **ANSWERS AND RUBRICS OF FINAL REPORT**

VIETNAM JAPAN UNIVERSITY

FINAL EXAMINATION

Faculty/Program:

Course name:

Semester: **Academic year:**

PART I: GENERAL INFORMATION

I.1. Aims of evaluation and assessment *(Please provide detailed information regarding the assessment aims based on the course learning outcomes (CLOs))*

Assess students' performance based on these following CLOs:

- CLO1:

- CLO2:

- ...

I.2. Content of evaluation and assessment *(Please furnish comprehensive details on the assessment content and the lessons chosen for the examination.)*

CLOs	Content of evaluation and assessment	Lessons
...		
...		

PART II: EVALUATION CRITERIA/MARKING GUIDE

Criteria	Rating scales					Score
	Weight	Excellent (9-10 points)	Good (7-8 points)	Fair (5-6 points)	No passed (0-4 points)	
1. Focus, Purpose	5%	Purpose is clear	Shows awareness of purpose	shows limited awareness of purpose	No focus or purpose	
2. Main idea	10%	Clearly presents a main idea and supports it throughout the paper.	There is a main idea supported throughout most of the paper.	Vague sense of a main idea, weakly supported throughout the paper.	No main idea	
3. Organization	10%	- Well-planned and well-thought out. Includes title, introduction, statement of main	- Good overall organization, includes the main organizational tools	- There is a sense of organization, although some of the organizational	- No organization - Lack of clear ideas	

		idea, transitions and conclusion - All paragraphs have clear ideas, are supported with examples and have smooth transitions - Length as required - Format text as required	- Most paragraphs have clear ideas, are supported with some examples and have transitions - Length as required - There is a format error	tools are used weakly or missing - Some paragraphs have clear ideas, support from examples may be missing and transitions are weak - Too long or too short compared to requirements - Some text formatting errors	for paragraphs - Too long or too short compared to requirements - Many text formatting errors	
4. Content	50%	- Exceptionally well presented and argued; - ideas are detailed, well-developed, supported with specific evidence & facts, as well as examples and specific details	- Well-presented and argued; - ideas are detailed, developed and supported with evidence and details, mostly specific.	- Content is sound and solid; - - ideas are present but not particularly developed or supported; some evidence, but usually of a generalized nature.	The content is less relevant to the topic	
5. Grammar	5%	- Excellent grammar, spelling, syntax and punctuation. - Sentences are clear and varied in pattern, from simple to complex, with excellent use of punctuation - There is clear use of a personal and unique style of writing, suited to audience and purpose; the paper holds the reader's interest with ease..	- A few errors in grammar, spelling, syntax and punctuation, but not many - Sentences are clear but may lack variation; a few may be awkward and there may be a few punctuation errors. - There is an attempt at a personal style but style of writing may be awkward or unsuited to audience and purpose	- Shows a pattern of errors in spelling, grammar, syntax and/or punctuation. - Sentences are generally clear but may have awkward structure or unclear content; there may be patterns of punctuation errors - There is little attempt at style; reads as flat and perhaps uninteresting in content, which is usually generalized.	- Continuous errors - Sentences aren't clear - No attempt at style	

6. References	10%	Well matching and following guidelines	Error (matching, following guidelines): < 20% of references	Error (matching, following guidelines): 20 – 50% of references	Error (matching, following guidelines): > 50% of references	
7. Plagiarism	10%	Plagiarism rate < 5%	Plagiarism rate: 5%-10%	Plagiarism rate: 10%-15%	Plagiarism rate 15%-20%	

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PART III: STRUCTURE OF THE ASSESSMENT

No	Criteria	CLOs	Score (points)	Notes
1				
2				
3				
4				
5				
6				
7				
Total		 CLOs	10 points	

Hanoi, date month year 20...

LECTURER

(Signature and full name)