

**FACULTY OF COMPUTER AND MATHEMATICAL SCIENCES,  
UNIVERSITI TEKNOLOGI MARA (UiTM), MALAYSIA**

**PROGRAM NAME: BACHELOR OF SCIENCE (HONS) (ACTUARIAL SCIENCE)  
COURSE NAME: FINAL YEAR PROJECT (MSP660)**

**EXAMINER EVALUATION FORM**

*To be completed by the Examiner and returned to the Coordinator at the end of the presentation.*

Student's Name	1. 2. 3.
Project Title	
Examiner's Name	

### Rubric (Final Report - Written)

Criterion (Score 0 if element is absent)	Below Expectations (1,2 points)	Meets Expectations (3,4 points)	Exceeds Expectations (5 points)	Score	Mark*Weight
Research objectives/questions and Significance of study	Objectives are not clearly stated or inappropriate or misleading. Fail to describe the importance of the study, or it is highly arguable.	Objectives are stated, but need to be described or refine further. Describe the importance of the study to potential readers in general.	Clearly state the aim of study. Objectives must be feasible, focused and also relate to research questions. Strong contribution of the study is underscored, with description of potential readers who will be of benefit from the study.	1 2 3 4 5	$\frac{\quad}{5} \times 4$
Structure of report	Missing some of important components (chapter/section/diagram etc.) in the report.	Presentation of report is in a good form with complete chapters, sections and content required.	Concise and well written report. Easy to follow throughout the report with complete chapters, sections and content required.	1 2 3 4 5	$\frac{\quad}{5} \times 4$
Literature Review	Lack of reliable sources to support idea or arguments, and provide review of existing literature that has lack of relevancy to the study.	Provide review of existing literatures that are relevant to the study, which contains valid and reliable sources to support ideas or arguments.	Provide review of existing literatures that are relevant to the study. Title of section/subsection used and content of each section is easily followed / organized throughout the chapter, which contains valid and reliable sources to support ideas or arguments.	1 2 3 4 5	$\frac{\quad}{5} \times 4$
Methodology	Incomplete description of method/model used in the study, or method/model is simply taken from other literature with no attempt to apply to the project's framework.	Clear description of method/model used in the study with attempt to apply to the project's framework. Any assumptions used are stated clearly.	Concise and clear description of method/model, with explanation to relates the method/model used in achieving the objectives of study. Any assumptions used are stated clearly.	1 2 3 4 5	$\frac{\quad}{5} \times 4$
Findings/Results	Provide findings/results of the analysis done, without discussion to relate these to the objectives of study.	Clear description of data used in the analysis. Findings/results are explained with discussion to relate these to the objectives of study.	Clear description of type and use of data in the analysis. Findings/results are explained well, with illustration of tables and figures. Provides detail discussion of the findings relativity to the objectives of study.	1 2 3 4 5	$\frac{\quad}{5} \times 4$
<b>TOTAL</b>					<b>/20</b>

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**PANELS EVALUATION FORM**

*To be completed by the Panels and returned to the Coordinator at the end of the presentation.*

Student's Name	1. 2. 3.
Project Title	
Panel's Name	1. 2. 3.

**Rubric (Final Report - Presentation)**

<b>Criterion (Score 0 if element is absent)</b>	<b>Below Expectations (1,2 points)</b>	<b>Meets Expectations (3,4 points)</b>	<b>Exceeds Expectations (5 points)</b>	<b>Score</b>	<b>Mark*Weightage</b>
Content (Subject Knowledge and organization)	Poor explanation of the subject matter and does not attempt to support research study claims in anyway.	Provide good points with attempt to explain the subject matter with sufficient information.	Well prepared with clear understanding and sound knowledge of the subject matter, manage to provide well explanation where required with evidence to support claims.	1 2 3 4 5	$\frac{\quad}{5} \times 10$
Delivery	Lack of confidence and always depending on notes or slides. Clear indication of poor preparation.	Clear voice and has a good eye contact with audience, but still return to notes.	Clear voice and speaks fluently. Seldom look at notes, and manage to hold attention of audience with direct eye contact.	1 2 3 4 5	$\frac{\quad}{5} \times 5$
Enthusiasm / audience awareness	Lack of interest in the subject matter throughout the entire presentation. Fail to provide understanding of audiences of the topic presented.	Show some interest in the subject matter throughout the entire presentation. Provide audiences with knowledge of the subject matter and the purpose of the study.	Demonstrates great interest in the subject matter throughout the entire presentation. Significantly increase audience understanding of the subject matter or research topic. Audiences are convinced of the importance and the validity of study.	1 2 3 4 5	$\frac{\quad}{5} \times 5$
				<b>TOTAL</b>	<b>/20</b>

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**PROGRAM NAME: BACHELOR OF SCIENCE (HONS) (ACTUARIAL SCIENCE)  
COURSE NAME: FINAL YEAR PROJECT (MSP660)**

**SUPERVISOR EVALUATION FORM**

*To be completed by the Supervisor and returned to the Coordinator at the end of the presentation.*

Student's Name	
Project Title	
Supervisor's Name	

### Rubric (Supervisor)

Criterion (Score 0 if element is absent)	Below Expectations (1,2 points)	Meets Expectations (3,4 points)	Exceeds Expectations (5 points)	Score	Mark*Weightage
Attendance	Show no effort to seek advice from supervisor. Fail to attend any meeting session with valid reason.	Show some effort to meet supervisor whenever required and provide valid reason if absent for any meeting.	Great effort shown through attendance in every meeting with supervisor, with appropriate manner.	1 2 3 4 5	$\frac{\quad}{5} \times 5$
Team work / Member responsibility	Show lack of respect to other group members. Never speak up during any meeting.	Show respect to other group members and show effort to contribute in any discussion and be part of the team.	Show full respect to other group members and provide great support to the team with opinions and suggestions and contribute well in any discussion.	1 2 3 4 5	$\frac{\quad}{5} \times 5$
Cooperation	Does less work compared to other team members or always act as an individual rather than a team. Arguments shown within the group with little attempt to solve the issue.	Does his/her role according to scope of work assigned. Provide support to other team members in completion of the project.	Perform his/her role (assigned by the team) well for the group's project and even help and support others in reaching fair decision or results. Give feedback or views to others when required.	1 2 3 4 5	$\frac{\quad}{5} \times 5$
Research skills and independency	No effort to collect any materials for the project and simply depend on supervisors to provide materials throughout the entire consultation period of the project.	Show effort to collect and contribute accurate contents and supporting references. Show some level of reliability and independency, but always need to be monitored with full guidance.	Provide a collection of accurate contents and supporting references that contribute to the project's aim. Deliver and share information well within the group. Show a good self-reliability and independency throughout the entire consultation period for the project.	1 2 3 4 5	$\frac{\quad}{5} \times 5$
				TOTAL	/20

FINAL YEAR PROJECT (MSP660) – REPORT SUBMISSION FORM

CANDIDATE DETAILS	
GROUP MEMBERS:	STUDENT ID
1.	
2.	
3.	

SUBMISSION DETAILS
PROJECT TITLE:
STATUS: COMPLETE / INCOMPLETE - please circle based on your submission status
REASON OF INCOMPLETE SUBMISSION (if applicable):
PLEASE PROVIDE FURTHER DESCRIPTION OF THE INCOMPLETE SECTION(S) WHICH WILL BE ADDED OR AMENDED (if applicable):
NOTE: COMPLETE SUBMISSION MUST BE SUBMITTED AT LEAST FOUR DAYS PRIOR TO PRESENTATION DATE

DECLARATION BY CANDIDATES	
I hereby submit my final year report in accordance with university's regulation in fulfilment of the requirement for the Degree of Bachelor of Science (Hons) Actuarial Science.	
Candidate's Name	Signature
1.	
2.	
3.	
Date:	
CERTIFICATION BY SUPERVISOR	
I hereby certify that candidates have completed the Final Year Report for subject MSP660 and if the submission is incomplete, candidates will have to submit the Final Year Report by the given due date as mentioned above.	
Supervisor's Name:	
Signature:	
Date:	

FINAL YEAR PROJECT (MSP660) – REVISED REPORT SUBMISSION FORM

CANDIDATE DETAILS	
GROUP MEMBERS:	STUDENT ID
1.	
2.	
3.	

SUBMISSION DETAILS
PROJECT TITLE:
PLEASE PROVIDE FURTHER DESCRIPTION OF ANY AMENDMENTS OR CORRECTIONS MADE TO THE FINAL YEAR PROJECT REPORT:

DECLARATION BY CANDIDATES	
I hereby submit my final year report in accordance with university's regulation in fulfilment of the requirement for the Degree of Bachelor of Science (Hons) Actuarial Science.	
Candidate's Name	Signature
1.	
2.	
3.	
Date:	