## Assessment Report for Guided-study Subjects

**Part I: [To be completed by the subject supervisor]**

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<table>
<thead>
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<tbody>
<tr>
<td>1.</td>
<td>Academic Year: ___________________________ Semester: ________________</td>
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<td>2.</td>
<td>Subject Code: ____________________________</td>
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<td>3.</td>
<td>Subject Title: ________________________________________________</td>
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<td>4.</td>
<td>Name of student: ________________ Student No.: ________________ Department: ________</td>
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</table>

5. Assessment weighting : Coursework _____________ % Examination _____________ %

   Note: Coursework normally consists of assignments and presentations. Examination is compulsory and normally includes both written and oral. The weighting assigned for coursework should be less than the weighting assigned for the examination.

6. Assessment results recommended (please provide grades only):

   Coursework ________________ Examination ________________ Overall ________________

7. Delivery of the subject:

   (please give a short report including the frequency of meetings with the student, nature and number of assignments given, books and papers the student has read.)
8. **Oral examination:**
   (please attach a short report **duly endorsed by all examiners** who have been present during the examination. The report should contain the date, time, place, name of participants and the performance of the student.)

   Grade awarded: ________________

   * the oral examination must be attended by at least two examiners one of which must be the subject supervisor

9. **Written examination:**
   (please attach a copy of the answer scripts)

   Conducted on: ________________  Duration: ________________

   It is a closed-book/open-book/take-home* examination. Others: ________________

   Grade awarded: ________________

10. **Signature of subject supervisor:** ________________

    Name: ________________  Date: ________________

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**Part II:** [To be completed by the DRC Chair of the subject-offering Department; if the DRC Chair is one of the supervisors, Part II should be completed by the FRC/SB Chair.]

Recommendation of Departmental Research Committee: Endorsed/Not Endorsed*

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of *DRC / FRC / SB Chair ___________________  Date ___________________  

(* Please delete as appropriate.)

FormRC27  
Aug 2015