



Faculty of Information Technology
Department of

Lecturer Assessment of Student Low Performance
(First / Second Test)
 (circle one)

From:	_____	Re. Student:	_____
Module:	_____	ID Number:	_____
Time:	_____	Exam Grade	_____
Report Date:	_____	Class Average	_____
Section No:	_____	Classroom No:	_____
	_____		_____

		Low			High	
	Criteria	1	2	3	4	5
1.	Lecturer's evaluation of the student's academic behavior in class					
2.	Lecturer's evaluation of the student's behavior in class					
3.	Absences of the student					
4.	Student mark					
5.	Student work consistency					

Comments after meeting the lecturer with the students:

Reasons behind low performance(Please tick one)

1. Absence	
2. Course time	
3. Student's heavy academic load	
4. Course Difficulty	
5. Prerequisite	
6. Student's other duties (non academic)	

7. Others (Explain)

Lecturer Name

Department Chair

Purpose of this Form:

To report on the low performance of a particular student.

How to Fill this Report:

First circle the relevant test at the top of the report.

From: The Lecturer who is filling this form.

Module: Name of module or course. Include the module number.

Time: The time and days when the class meets.

Re Student: The name of the student reported.

ID Number: The student's ID number.

Report Date: Date this report is filled.

Section No: The section number for which this form is filled.

Classroom No: Location of the class where the students meet.

Exam Grade: Student grade for the given subject.

Class Average: Overall average for the students in the given class.

Table Legend:

1. This is how the teacher views the student's academic behavior in class. 5 indicates that the student cooperates and participates during the class. 3 indicates that that student is quiet in the class, while 1 indicates he/she are disruptive to the class.
2. This is how the teacher views the student's behavior in class. 5 indicates that the student cooperates and participates during the class. 3 indicates that that student is quiet in the class ,while 1 indicates he/she are disruptive to the class.
3. This indicates the student's attendance record. 5 means that the student has an excessive absence close or over the maximum allowed, while 1 means no absence.
4. This is a reflection of the student's grade according to the following table.

Mark	To Represent
1	<60%
2	60-69%
3	70-79%
4	80-89%
5	90-100%

5. This is an indicator of how consistent the student has been with his/her behavior. 5 means that the student's work (bad or good) has been the same. 1 means that it changes all the time.