



Faculty of Information Technology
Department of

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

To Tutor:	_____	Re. Student:	_____
From:	_____	ID Number:	_____
Module:	_____	Report Date:	_____
Time:	_____	Section No:	_____
		Classroom No:	_____

Dear Colleague:

I would like to inform you that the above-mentioned student has performed poorly on the exam indicated above.

Could you please contact the student and discuss the issue with him/her in order to stimulate improvement in his/her performance.

Best regards,

	Criteria	Low		High		
		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:

Purpose of this Form: To report on the low performance of a particular student. This report will be sent to the student's Tutor who is responsible for following the student's academic progress.

How to Fill this Report: First circle the relevant test at the top of the report.

To Tutor: The student's tutor name. **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.

Table Legend:

- 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.
- 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.
- 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.
- 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%

- 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.



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

Student Name: _____ ID No: _____

Dear Colleague,

I have met with the above named student, and discussed the following topics:

	Criteria	Low				High
		1	2	3	4	5
1.	Student's gross point/average mark					
2.	Student's <u>personal</u> evaluation of the teacher's performance and the subject					
3.	Student's absences					
4.	Students' additional duties / problems (rather than university)					

Tutor Action :

Tutor: _____

Date : _____

Signature

Purpose of this Form: To report back to the teacher on the low performance of a particular student. This report will be sent to the created as a reply to a form sent by the teacher to the Tutor who is responsible for following the student's academic progress. It is an indication that the Tutor did follow up with the student.

How to Fill this Report: First circle the relevant test at the top of the report.

Student Name: The name of the student reported.

ID No: The student's ID number.

Tutor: Name of the student's Tutor.

Date: Date this report is filled.

Table Legend:

6. This is a reflection of the student's GROSS grade according to the following table.

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

7. This is to indicate what the student's thought of the teacher's performance during class. 5 indicates that the student has high regards, while 1 means the student has a serious problem with the teacher. Of course this is purely subjective and only indicates that the student may have personal trouble with the teacher.
8. 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.
9. This is an indicator of problems outside the class that can be the cause of the student's low performance. Of course this is the Tutor's own evaluation. 5 indicate high degree of activities that are directly affecting the student's ability to continue his duties in class, while 1 means this is totally irrelevant.