

**UNIVERSITI SAINS MALAYSIA SULIT**

 INSTITUT PENGAJIAN SISWAZAH  *INSTITUTE OF POSTGRADUATE STUDIES*

**LAPORAN PEMERIKSA TESIS**

*THESIS EXAMINER’S REPORT*

 **Nama Calon**

 *Candidate’s Name*

 **Pusat Pengajian/Pusat**

 *School of/Centre*

 **Ijazah**

 *Degree*

 **Tajuk Tesis**

 *Thesis Title*

 **Nama Pemeriksa**

 *Examiner’s Name*

 **No. Kad Pengenalan**

 *Passport No.*

**PANDUAN MENGISI BORANG LAPORAN PEMERIKSA TESIS**

**Borang Laporan Pemeriksa Tesis** ini terdiri daripada Empat (4) Bahagian iaitu:

**(i) BAHAGIAN A: LAPORAN BERPANDU**

**(ii) BAHAGIAN B: LAPORAN BEBAS**

**(iii) BAHAGIAN C: KOMEN LAIN**

**(iv) BAHAGIAN D: PERAKUAN**

* Semua Pemeriksa diminta membuat laporan pemeriksaan tesis dengan menggunakan Borang Laporan Pemeriksa Tesis ini.
* Pemeriksa mempunyai dua pilihan untuk membuat laporan iaitu, sama ada melalui:
1. **FORMAT BERPANDU:** Pemeriksa perlu mengisi Bahagian A, B, C dan D.

Untuk Bahagian A: Pemeriksa perlu mengisi bahagian yang berkaitan.

Untuk Bahagian B: Pemeriksa perlu berikan laporan ringkas dengan menarik perhatian tentang kekuatan dan kelemahan tesis; **ATAU**

(ii) **FORMAT TIDAK BERPANDU:** Pemeriksa perlu mengisi Bahagian B, C, dan D sahaja. Untuk Bahagian B, Pemeriksa perlu memberi laporan terperinci dengan menilai dan membentangkan kekuatan dan kelemahan tesis dan perlu menarik perhatian Panel Pemeriksaan Tesis terhadap setiap bahagian yang memerlukan penerangan atau penjelasan lanjut semasa *Viva Voce*.

***INSTRUCTIONS FOR COMPLETING THE THESIS EXAMINER’S REPORT FORM***

***The Thesis Examiner’s Report Form consists of Four (4) Sections:***

***(i) SECTION A: GUIDED REPORT***

***(ii) SECTION B: UNGUIDED REPORT***

***(iii) SECTION C: OTHER COMMENTS***

***(iv) SECTION D: RECOMMENDATION***

* *All Examiners are required to submit their reports using the Thesis Examiner’s Report Form.*
* *Examiners have the choice of submitting, either:*
1. ***GUIDED FORMAT:*** *Fill in Sections A, B, C and D.*

*Section A: Fill in relevant section.*

*Section B: Report briefly highlighting the strengths and weaknesses of the thesis;* ***OR***

1. ***UNGUIDED FORMAT:*** *Fill in Sections B, C and D only. Section B must contain a full report detailing the strengths and weaknesses of the thesis according to each section and sub-section in the thesis. Examiners are required to draw the Thesis Examination Panel’s attention to specific points that may require elaborations or clarifications during the Viva Voce.*

**BAHAGIAN A** *SECTION A*

**GAYA DAN PENYUSUNAN KESELURUHAN** *OVERALL STYLE AND ORGANISATION*

Sila nyatakan respons anda dengan **membulatkan** nombor yang paling sesuai. Sila nyatakan, jika tidak relevan.

*Please indicate your response by* ***circling*** *the most appropriate number. Please state not relevant, where appropriate.*

1. Dari segi kandungan, tajuk tesis adalah

*In terms of contents, the thesis title is*

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 Amat tidak sesuai Amat sesuai

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2. Dari segi kepadatan, abstrak/ikhtisar ini

*In terms of conciseness, the abstract is*

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3. Dari segi kejelasan penyampaian, tesis ini

*In terms of clarity of presentation, the thesis is*

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4. Dari segi susunan keseluruhan (bab, rujukan dan lampiran dan lain-lain), tesis ini

*In terms of organization (chapters, bibliography, Appendices, etc.), the thesis is*

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5. Dari segi penggunaan bahasa dan tatabahasa, tesis ini menunjukkan

*In terms of the language and grammar, the thesis shows*

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6. Dari segi ejaannya, tesis ini menunjukkan

*In term of spelling, the thesis shows*

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**KEKUKUHAN TESIS** *ROBUSTNESS OF THESIS*

7. Peristilahan yang digunakan

*The terminology used is*

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 Amat tidak sesuai Amat sesuai

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8. Tinjauan bacaan adalah

*The literature review shows*

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9. Objektif kajiannya

*Research objectives are*

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10. Metodologi adalah

*The methodology shows*

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11. Data yang dikutip untuk analisis dan pengukuran

*The data collected for the analysis and testing are*

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12. Analisis kuantitatif (statistik)/kualitatif

*The quantitative (statistical)/qualitative analysis shows*

 Ulasan/*Comments*

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13. Interpretasi data/maklumat dan kesimpulannya

*Data/information interpretation and conclusion are*

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14. Hubungan perbincangan dengan penemuan kajian

*The discussion corresponds to the results of the study*

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15. Perbincangannya

*The discussion is*

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16. Bahan rujukan (komprehensif, terkini)

*References (comprehensive, up-to-date) show*

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17. Kajian adalah

*The research shows*

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**BAHAGIAN B** *SECTION B*

**PEMBETULAN UTAMA YANG PERLU DILAKSANAKAN/DIBUAT (JIKA ADA)**

*MAJOR REVISIONS REQUIRED (IF ANY)*

Sila gunakan kertas tambahan, jika perlu. *Please use additional paper, if required.*

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**PEMBETULAN UTAMA YANG PERLU DILAKSANAKAN/DIBUAT (JIKA ADA), samb.**

*MAJOR REVISIONS REQUIRED (IF ANY), cont’d*

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**BAHAGIAN C** *SECTION C*

**ULASAN TAMBAHAN (Contoh : Kesesuaian untuk penerbitan dan anugerah ) (JIKA ADA)**

*OTHER COMMENTS (Example : Suitability for publication and award) (IF ANY)*

Sila gunakan kertas tambahan, jika perlu. *Please use additional paper, if required.*

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**BAHAGIAN D** *SECTION D*

**PERAKUAN** *RECOMMENDATION*

Sila catatkan ringkasan perakuan di bawah dengan menandakan (√) di dalam perenggan yang berkaitan :

*Please indicate your summary recommendation by placing a tick (√) against the appropriate paragraph:*

| **Skala Keputusan*****Results Scale*** | **Perakuan Pemeriksaan Tesis*****Recommendations upon Examination of Thesis*** |
| --- | --- |
| **SKALA 1*****SCALE 1*** | **Lulus** ***Pass***Calon dianugerahi Ijazah Doktor Falsafah/Sarjana.*The candidate is awarded a Doctor of Philosophy/Master’s Degree* |
| **SKALA 2*****SCALE 2*** | **Lulus dengan Pembetulan Minor** ***Pass with Minor Corrections***Calon dianugerahi Ijazah Doktor Falsafah/Sarjana tertakluk kepada pindaan/pembetulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa.*The candidate is awarded a Doctor of Philosophy/Master’s Degree subject to changes/ corrections to the thesis as listed in the Panel of Examiners Report.*  |
| **SKALA 3*****SCALE 3*** | **Lulus dengan Pembetulan Major*****Pass with Major Changes/Corrections***Calon dianugerahi Ijazah Doktor Falsafah/Sarjana tertakluk kepada pindaan/pembetulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa.*The candidate is awarded a Doctor of Philosophy/Master’s Degree subject to changes/ corrections to the thesis as listed in the Panel of Examiners Report.*Tesis **PERLU** disemak dan disahkan oleh Panel Pemeriksa selepas calon membuat pindaan/pembetulan.*The thesis* ***MUST*** *be**revised and verified by the Panel of Examiners after the candidate has made the changes/corrections* |
| **SKALA 4*****SCALE 4*** | **Penilaian Semula** ***Re-examination***Calon dibenarkan menyerah semula tesis untuk pemeriksaan semula selepas calon membuat perubahan/pembetulan kepada tesis seperti dikehendaki dalam laporan Panel Pemeriksa. Tesis **PERLU** diperiksa semula dan calon **PERLU** menghadiri viva semula. *The candidate is allowed to re-submit the thesis for re-examination after the candidate has made changes/corrections to the thesis as required in the Panel of Examiners Report. The thesis MUST be re-examined and the candidate MUST attend another viva voce.* |
| **SKALA 5*****SCALE 5*** | **Gagal*****Fail***Calon tidak layak dianugerahi Ijazah Doktor Falsafah/Sarjana dan juga tidak dibenarkan untuk menyerahkan semula tesis.*The candidate is not eligible to be awarded a Doctor of Philosophy/Master’s Degree and is not allowed to re-submit the thesis for examination.* |

Tandatangan *Signature*  Tarikh *Date*

**Garis Panduan Kepada Pemeriksa**

***Guidelines for Examiners***

|  |  |
| --- | --- |
| **Perakuan*****Recommendation*** | **Garis panduan untuk Perakuan*****Guidelines for Recommendation*** |
| **Skala 1 : Lulus*****Scale 1 : Pass***  | Calon dianugerahkan Ijazah Doktor Falsafah/Sarjana *The candidate is awarded a Doctor of Philosophy/Master’s Degre*e.**Perakuan ini dibuat jika tesis:*****These recommendations are made if the thesis:***Tidak memerlukan pembetulan*Does not require corrections*  atau  *or*Terdapatpindaan/ pembetulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa *Has amendments/corrections in the thesis as stated in the Panel of Examiners Report;*Memerlukan sedikit suntingan teks, format jadual, format rajah, tata bahasa, ejaan, pembetulan kesilapan menaip dll.*Requires some editing of text, formatting of tables and, diagrams, correction of grammar, spelling, and other typographical conventions, etc.*Pengesahan pembetulan tesis **perlu** dibuat oleh Penyelia Utama*The confirmation of corrections for the thesis* ***has to*** *be made by the Main Supervisor.***Jangka masa maksimum untuk membuat pembetulan adalah tiga (3) bulan.** Walau bagaimanapun, Jemaah Pemeriksaan Tesis boleh menentukan jangka masa maksimum yang bersesuaian dengan tahap pembetulan tesis calon dengan tidak melebihi satu (1) tahun.***The maximum time frame for corrections is three (3) months****However, the Thesis Examination Board can determine the maximum period to commensurate with the number of corrections required for the thesis of not more than one (1) year.***cale 1 : Pass Recommendation** |
| **Skala 2: Lulus dengan pembetulan minor** ***Scale 2 : Pass with Minor Corrections*** | **Lulus dengan Pembetulan Minor** ***Pass with Minor Corrections***Calon dianugerahi Ijazah Doktor Falsafah/Sarjana tertakluk kepada pindaan/pembetulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa.*The candidate is awarded the degree of Doctor of Philosophy/Master’s, subject to amendments/corrections to the thesis as specified in the Panel of Examiners Report.***Perakuan ini dibuat jika tesis:** ***These recommendations are made if the thesis:*** * + 1. Memerlukan sedikit suntingan teks, format jadual, format rajah, tata bahasa, ejaan, pembetulan kesilapan menaip dll;

*Requires minor editing of text editing, formatting of tables and diagrams, correction of grammar, spelling, and typographical conventions, etc;** + 1. Memerlukan hanya sedikit maklumat tambahan;

*Requires only a modicum of additional information*; * + 1. Hanya memerlukan penjelasan berhubung beberapa bahagian yang kecil dalam teks;

*Requires only an explanation regarding a number of small parts in the text;** + 1. **TIDAK MEMERLUKAN** kerja ujikaji tambahan, pengumpulan data yang baru atau penulisan semula yang banyak; dan

***DOES NOT REQUIRE*** *supplementary experimental work, the collection of new data or major re-writing; and** + 1. Tidak banyak berubah pada rumusan apabila ditulis semula.

*Does not contain many changes in the summing up/conclusion that has been rewritten.*Pengesahan pembetulan tesis **perlu** dibuat oleh Pemeriksa Dalam dan Penyelia Utama.*The confirmation of the veracity of the corrections* ***has to*** *be made by the internal examiner and the Main Supervisor.***Jangka masa maksimum untuk membuat pembetulan adalah enam (6) bulan.**Walau bagaimanapun, Jemaah Pemeriksaan Tesis boleh menentukan jangka masa maksimum yang bersesuaian dengan tahap pembetulan tesis calon dengan tidak melebihi satu (1) tahun.***The maximum duration allowed for making corrections is six (6) months.****However, the Thesis Examination Board can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year.* |
| **Perakuan*****Recommendation*** | **Garis panduan untuk Perakuan*****Guidelines for Recommendation*** |
| **Skala 3: Lulus dengan pembetulan major*****Scale 3: Pass with Major Corrections*** | **Lulus dengan Pembetulan Major*****Pass with Major Corrections***Calon dianugerahi Ijazah Doktor Falsafah/Sarjana tertakluk kepada pindaan/pembetulan kepada tesisnya seperti yang dinyatakan dalam Laporan Panel Pemeriksa. *The candidate is awarded the degree of Doctor of Philosophy/Master’s subject to amendments/corrections to the thesis as specified in the Panel of Examiners Report****.*****Perakuan ini dibuat jika tesis:** ***These recommendations are made if the thesis:***1. Memerlukan banyak suntingan teks, format jadual, format rajah tata bahasa, ejaan, pembetulan kesilapan menaip dll;

*Requires major editing of text, formatting of tables and diagrams, correction of grammar, spelling, and typographical conventions, etc.;*1. Memerlukan maklumat tambahan;

*Requires additional information;*1. Memerlukan analisis statistik tambahan, penulisan semula banyak bahagian dalam tesis dan pengembangan tinjauan bacaan.

*Requires supplementary statistical analysis, rewriting of major parts of the thesis and the expansion of the literature review.* Pengesahan pembetulan tesis **perlu** dibuat oleh Panel Pemeriksa (Pemeriksa Luar atau Pemeriksa Dalam atau kedua-duanya) serta Penyelia.Utama*The confirmation of the veracity of the corrections* ***has to*** *be made by the Panel of Examiners (External Examiner or Examiner or both) and the Main Supervisor.***Jangka masa maksimum untuk membuat pembetulan adalah sembilan (9) bulan.** Walau bagaimanapun, Jemaah Pemeriksaan Tesis boleh menentukan jangka masa maksimum yang bersesuaian dengan tahap pembetulan tesis calon dengan tidak melebihi satu (1) tahun.***The maximum duration allowed for making corrections is nine (9) months.****However, the Thesis Examination Board can determine the maximum period commensurate with the number of corrections required for the thesis of not more than one (1) year****.*** |
| **Skala 4: Penilaian Semula*****Scale 4: Re-evaluation*** | Calon dibenarkan menyerah semula tesis untuk pemeriksaan semula selepas calon membuat perubahan/pembetulan kepada tesis seperti dalam laporan Panel Pemeriksa. Tesis **perlu** diperiksa semula dan calon juga **perlu** menghadiri *viva voce* semula. *The candidate is allowed to submit the thesis for re-examination after he or she* ***has*** *made the changes/corrections to the thesis as stated in the Panel of Examiners Report.***Perakuan ini dibuat jika tesis:** ***These recommendations are made if the thesis :***1. Mempunyai kelemahan yang besar dan mempunyai kesan ke atas rumusan tesis;

*Has major weaknesses which will have a negative impact on the conclusions made in the thesis;*1. Mempunyai kelemahan yang hanya boleh dibaiki jika kerja-kerja tambahan dibuat bagi menambah baik tesis untuk diserah semula;

*Has major weaknesses that can only be corrected if additional work is done to improve the quality of the thesis before submission;*1. Memerlukan kerja eksperimen tambahan, analisis statistik tambahan, penulisan semula banyak bahagian dalam tesis, pengembangan tinjauan bacaan.

*Requires supplementary experimental work, supplementary statistical analysis, rewriting of a major part of the thesis; expansion of the literature review.***[Perakuan ini hanya boleh dibuat sekali (1) sahaja]**. Ini bererti calon boleh menyerah tesis sebanyak dua (2) kali sahaja dan Jemaah Pemeriksa akan memberi perakuan Lulus/Gagal selepas *viva-voce* penilaian semula.***[This recommendation can be made once (1) only].*** *This means that a candidate may submit the thesis twice (2) only and members of the Board of Examiners will recommend ‘pass’ or ‘fail’ only after the viva-voce re-evaluation.* Pemeriksaan semula perlu dibuat oleh semua pemeriksa asal. *The re-evaluation/re-examination has to be made by all the original examiners.*Pengerusi yang sama seboleh-bolehnya mempengerusikan viva-voce penilaian semula dan panel Pemeriksa Tesis perlulah dihadiri oleh panel yang sama.*As far as possible, the same Chairperson may chair the viva voce re-evaluation and the Thesis Examination Panel should be composed of the same members as the first panel.* **Jangka masa maksimum untuk membuat pembetulan adalah satu (1) tahun.*****The maximum duration for the corrections is one (1) year.*** |
| **Perakuan*****Recommendation*** | **Garis panduan untuk Perakuan*****Guidelines for Recommendation*** |
| **Skala 5 : Gagal*****Scale 5 : Fail*** | Calon tidak layak dianugerahkan Ijazah Doktor Falsafah/Sarjana dan juga tidak dibenarkan untuk menyerah semula tesis.*The candidate is not eligible to be awarded a Doctor of Philosophy/Master’s Degree and is not allowed to resubmit the thesis for examination.***Perakuan ini dibuat jika tesis:** ***These recommendations are made if the thesis:***1. Mempunyai kelemahan yang ketara sehingga kerja-kerja tambahan atau pembetulan tidak dapat meningkatkan tahap tesis ini kepada piawaian yang ditetapkan; atau

*Has obvious major weaknesses that additional work or corrections cannot address and hence the quality of the thesis cannot be increased to the level of set standards/requirement; or*1. Mempunyai kelemahan yang tidak dapat diperbaiki; atau

*Has weaknesses that could not be remedied; or*1. Mempunyai kajian yang tidak mencukupi.

*The research carried out was inadequate/insufficient.***cale 1 : Pass Recommendation** |

**Appropriateness scales**

| **No.** | **Items** | **Scales** |
| --- | --- | --- |
| **Not appropriate at all** |  |  |  | **Most appropriate** |
| **1** | **2** | **3** | **4** | **5** |
| 1. | *In terms of contents,* *the thesis title is* | Irrelevant at all to the scope of study. | Relatively relevant to the scope of study | Related to the scope of the study | Clearly related to the scope of the study | Well related to the scope of the study |
| 2. | *In terms of conciseness,* *the abstract is*  | Not concise, the research objectives, experimental design, methods, and findings are poorly described. and not relevant at all. | Not concise, the research objectives, experimental design, methods, and findings are poorly described. | Concise, and consists of research objectives, experimental design, methods, and findings. | Concise, the research objectives, experimental design, methods, and findings are clearly described. | Highly concise, the research objectives, experimental design, methods, and findings are well described. |
| 3. | *In terms of clarity of* *presentation, the thesis is* | Not conform to the required guidelines and has generally unacceptable layout in terms of structure and logical arguments. | Not conform to the required guidelines and has generally acceptable layout in terms of structure and logical arguments. | Conform to most of the guidelines and has an acceptable layout in terms of structure and logical arguments. | Conform to all the required guidelines and has a good layout in terms of structure and logical arguments. | Conform to all the required guidelines and has an excellent layout in terms of structure and logical arguments. |
| 4. | *In terms of organization (chapters, bibliography, Appendices, etc.), the thesis is* | Poorly organized and no continuity at all.  | Poorly organized and has poor continuity | Organized and has continuity. | Well organized and has continuity. | Well organized, well-structured and has continuity. |
| 5. | *In terms of the* *language and**grammar, the thesis* *shows* | Poor use of language characterized by numerous errors and grammatical errors. | Inappropriate use of language characterized by relatively few errors and grammatical errors. | Reasonably clear and correct use of language characterized by clear expression with relatively few grammatical errors. | Clear and correct use of language characterized by a clear expression, with few grammatical errors | Clear and correct use of language characterized by a clear style of expression, with no grammatical error. |
| 6. | *In terms of spelling, the thesis shows*  | Numerous spelling errors | Several spelling errors. | A few spelling errors. | Negligible number of spelling errors.  | No spelling error at all.  |
| 7. | *The**terminology* *used is* | Not appropriate at all | Not appropriate | Appropriate | Considerable appropriate  | Most appropriate |
| 8. | *The literature review shows* | No convincing evidence of an understanding of the literature, with a very limited selection of relevant sources and no critical comment. No connection of literature to the research study conducted.  | Evidence of a satisfactory knowledge and limited critical review of the relevant literature as it relates to the research study conducted, but with obvious gaps and omissions. | Evidence of a satisfactory knowledge and limited critical review of the relevant literature as it relates to the research study conducted | Evidence of a sound knowledge and critical review of the literature relevant to the research study conducted. | Evidence of a comprehensive knowledge and critical review of the literature relevant to the research study conducted.  |
| 9. | *Research objectives are* | Poorly defined and not relevant at all | Poorly defined | Appropriately defined | Clearly defined | Well defined  |
| 10. | *The methodology* *shows* | No selection and justification of research methodology and design.  | Research methodology and design are described inappropriately. | Research methodology and design are described appropriately. | Research methodology and design are described thoroughly and clearly. | Research methodology and design are described thoroughly and perfectly. |
| 11. | *The data collected for the* *analysis and testing are* | Inappropriate and insufficient.  | Somewhat inappropriate and insufficient.  | Appropriate and sufficient. | Appropriate, sufficient, and justified.  | Appropriate, sufficient, and well justified. |
| 12. | *The quantitative(statistical)/**qualitative**analysis shows* | No evidence of appropriate use of data analysis techniques  | Some evidence of appropriate use of data analysis techniques | Evidence of appropriate use of data analysis techniques. | Clear evidence of appropriate use of justified data analysis techniques. | Clear evidence of appropriate use of well justified data analysis techniques. |
| 13. | *Data/information* *interpretation and* *conclusion are* | Inaccurate, incomplete, or illogical. | Partially supported by the findings or based on logical reasoning. | Supported by the evidence, or based on logical reasoning | Clearly supported by the evidence, or based on logical reasoning | Fully supported by the evidence or based on logical reasoning. |
| 14. | *The discussion* *corresponds to the* *results of the study.* | Completely irrelevant, inaccurate, incomplete, and illogical. | Partially irrelevant, inaccurate, incomplete, and illogical. | Relevant, accurate, complete, and logical. | Clearly relevant, accurate, complete, and logical. | Completely relevant, accurate, complete, and logical |
| 15. | *The discussion is* | Poor. Importance and contributions of the major findings are not discussed in relation to literature or not supported by the findings. | Somewhat appropriate. Importance and contributions of the major findings are discussed partially in relation to literature or partially supported by the findings. | Acceptable. Importance and contributions of the major findings are discussed in relation to literature and supported by the findings. | Good. Importance and contributions of the major findings are discussed in relation to literature and clearly supported by the findings. | Excellent. Importance and contributions of the major findings are clearly discussed in relation to literature, and fully supported by the findings. |
| 16. | *References* *(comprehensive,* *up-to-date) show* | Inconsistent format, irrelevant references, and/or references are not up to date | Inconsistent format, but relevant references and/or references are not up to date | Consistent format, relevant references and/or references up to date | Consistent format and conforms to the required format, relevant references and references are up to date | Consistent format and conforms to the required format, references are comprehensive and up to date |
| 17. | *The research shows* | No novelty, not concise, not feasible, and no proper scope to address  | No novelty and it has no proper scope to address. | Novelty and it has proper scope to address, realistic, and feasible. | Considerable novelty and it has proper scope to address, realistic, and feasible. | High novelty and it has proper scope to address, concise, and feasible |