

PANDUAN PENGGUNAAN I-UPLI SPMP

(PEMANTAU, PENILAI & PENASIHAT AKADEMIK)

PANDUAN PENGGUNAAN

I-UPLI SPMP

(PEMANTAU, PENILAI & PENASIHAT AKADEMIK)

Terbitan Edisi 2023

Hak cipta terpelihara. Tiada bahagian daripada terbitan ini boleh diterbitkan semula, disimpan untuk pengeluaran atau ditukarkan ke dalam sebarang bentuk atau dengan sebarang alat, sama ada dengan cara elektronik, gambar dan rakaman serta sebagainya tanpa kebenaran bertulis terlebih dahulu daripada penerbit, kecuali dalam kes petikan ringkas yang terkandung dalam ulasan kritikal dan penggunaan bukan komersial lain yang dibenarkan oleh undang-undang hak cipta.

Diterbitkan oleh:

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Perpustakaan Negara Malaysia

Data-Pengkatalogan dalam-Penerbitan

ISBN 978-967-2904-68-7



PANDUAN PENGGUNAAN i-UPLI SPMP
(PEMANTAU, PENILAI & PENASIHAT AKADEMIK)

POLYTECHNIC MERSING (ONLINE)

PRAKATA

Buku Panduan Penggunaan i-UPLI SPMP (Pemantau, Penilai & Penasihat Akademik) Edisi 2023 adalah buku yang diterbitkan khas untuk warga Politeknik Malaysia yang terlibat dalam perlaksanaan Latihan Industri (LI) khususnya Pensyarah yang menjadi Pemantau dan Penilai serta Penasihat Akademik kepada pelajar-pelajar yang bakal dan sedang menjalani Latihan Industri.

Buku ini mengandungi panduan atau tatacara untuk menggunakan sistem *i-UPLI* di *SPMP* bagi memudahkan Pemantau, Penilai dan Penasihat Akademik menggunakan menu yang terlibat dengan proses LI. Mulai dari menyokong atau tidak pelajar selian untuk menjalani LI, sehinggalah memasukkan markah pemantauan dan penilaian dari *Appendix* yang berkaitan.

Buku ini juga dilengkapi dengan penerangan ringkas dan proses ringkas yang berbentuk gambarajah yang bagi memudahkan pemahaman pengguna dalam masa yang singkat bagi penggunaan menu berkaitan pengguna di *i-UPLI SPMP*.

Diharap buku ini menjadi manfaat kepada para pembaca dan akhir kata ucapan setinggi-tinggi penghargaan dari Unit Perhubungan dan Latihan Industri, Politeknik Mersing kepada semua pihak yang terlibat secara langsung atau tidak lansung dalam penyediaan dan penghasilan Buku Panduan Penggunaan i-UPLI SPMP (Pemantau, Penilai & Penasihat Akademik) Edisi 2023 ini.

Unit Perhubungan dan Latihan Industri

Politeknik Mersing

Tahun 2023

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1.0 PENERANGAN RINGKAS

1.1 PEMANTAU

A. DUT 60019 – BUKAN KEJURUTERAAN

- i. PENERANGAN RINGKAS MENU PEMANTAU PELAJAR BUKAN KEJURUTERAAN

Markah Keseluruhan (100%)				
Performance Appraisal (35.0%)	Industrial Training Report (20.0%)	Student's Progress (15.0%)	Presentation (15.0%)	Reflective Journal (15.0%)
<input type="text"/> Markah APPRS	<input type="text"/> Markah ITRP	<div style="border: 1px solid red; padding: 5px; text-align: center;">9.0 Markah STPRG</div>	<div style="border: 1px solid red; padding: 5px; text-align: center;">12.8 Markah ZPRES</div>	<input type="text"/> Markah ZREFJ

SECTION E:
STUDENT
PROGRESS (15%)

SECTION D:
PRESENTATION
(15%)

B. DUT 600610 – KEJURUTERAAN

i. PENERANGAN RINGKAS MENU PEMANTAU PELAJAR KEJURUTERAAN

Markah Keseluruhan (100%)	
Performance Appraisal (2e) (5.0%)	Final Industrial Training Report (10.0%)
	Logbook 1 (5.0%)
	Logbook 2 (5.0%)
	Logbook 3 (5.0%)
	Student Character Validation 1 (5.0%)
	Student Character Validation 2 (5.0%)
	Presentation 1 (5.0%)
	Project (5.0%)

SECTION A:
LOGBOOK (5%)

SECTION B (ii):
STUDENT
CHARACTER
VALIDATION (5%)

SECTION A:
INTERVIEW (5%)

SECTION B (i):
STUDENT
CHARACTER
VALIDATION (5%)

1.2 PENILAI

A. DUT 600610 - KEJURUTERAAN

i. PENERANGAN RINGKAS MENU PENILAI PELAJAR KEJURUTERAAN

(100%)											
Performance Appraisal (2c) (5.0%)	Performance Appraisal (2d) (5.0%)	Performance Appraisal (2e) (5.0%)	Final Industry Training Report (10.0%)	Logbook 1 (VI. E2 1) (5.0%)	Logbook 2 (VI. E2 2) (5.0%)	Logbook 3 (Industry E1) (5.0%)	Presentation 1 (5.0%)	Presentation 2 (5.0%)	Student Character Validation 1 (5.0%)	Student Character Validation 2 (5.0%)	
JTUP	TUTUP	TUTUP	<div style="border: 1px solid black; padding: 2px; display: inline-block;">0.0 Markah FITRE</div>	TUTUP	TUTUP	TUTUP	<div style="border: 1px solid black; padding: 2px; display: inline-block;">0.0 Markah PREST1</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">0.0 Markah PREST2</div>	TUTUP	TUTUP	

SECTION A:
FINAL REPORT (10%)

SECTION B:
PRESENTATION (10%)
*(PRESENTATION 1 (5%) &
PRESENTATION 2 (5%))*

1.3 PENASIHAT AKADEMIK

A. PENGESAHAN/SOKONGAN PENASIHAT AKADEMIK

i. PENERANGAN RINGKAS MENU PENASIHAT AKADEMIK

Industri:

Anda adalah Pensyarah Penasihat Akademik.
Rekod sebagai PA bagi pelajar yang memohon untuk menjalani latihan industri bagi sesi 2 : 2023/2024.
Sahkan permohonan mereka.

Nama Pelajar	Program	No.Tel	Sahkan Status PA		
			Sokong	Tidak Sokong	Reset
RA BINTI MOHAMMAD SHAH	DOT	0133854143, 0133801246	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	DOT	01112707497, 01112707497	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
NAQIL BIN MOHD JANI	DOT	0137090989, 0136065709	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
IZ BIN ROSLI	DOT	0167404430, 0107164456	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
MOORTHI KAVONDER	DOT	0177401512, 0177401512	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ZZHAR	DOT	0172392563, 0172392563	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
MINTIJALAL	DOT	01169426239, 01169426239	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

SOKONG, TIDAK
SOKONG ATAU
RESET

2.0 TATACARA PENGISIAN MARKAH PEMANTAU

A. DUT 60019 – BUKAN KEJURUTERAAN

- i. PENGISIAN MARKAH BAGI PENSYARAH PEMANTAU PELAJAR BUKAN KEJURUTERAAN



1. Daftar masuk ke portal **SPMP** menggunakan akaun sendiri.

Selamat Datang :

No.KP :

Katalaluan / No. Pend : **Login Pengguna**

Makluman: Pelajar adalah diminta untuk menggunakan No.KP dan Kata Laluan untuk login ke portal ini.
Sekiranya terlupa kata laluan sila hubungi Penasihat Akademik.
Bagi para pensyarah/staf, sila gunakan No KPB dan Kata Laluan masing-masing. Sebarang masalah, sila isikan eaduanict online.

SPMP
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Politeknik Mersing, Johor Darul Ta'zim

POLITEKNIK
MAKLAYSIA
MERSING

2. *Klik menu i-UPLI Versi Baharu*

SESI PELAJARAN 1 : 2021/2022 | 2 : 2021/2022 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 7.8

Versi Lama



[Versi Lama](#)

Versi Baharu



[Versi Baharu](#)

Status Server LI Zoning

Status Server : **: SAMBUNGAN LIZONING BERJAYA** 

Sebarang masalah atau pertanyaan bolehlah berhubung terus dengan pegawai unit perhubungan dan latihan industri di talian yang telah dinyatakan.

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Politeknik Kota Bharu, Kelantan

3. Pilih menu **Pemarkahan (Individu)**.

The screenshot shows the UPLI system interface. At the top, there is a header with various links and a version number. Below the header, there is a navigation bar with several categories: 'Pautan Utama', 'Manual Pengguna', 'Utiliti', and 'Carta Perlaksanaan'. On the right side, there are two main sections: 'Perlaksanaan Semasa Latihan' and 'Perlaksanaan Selepas Latihan'. The 'Perlaksanaan Semasa Latihan' section contains a list of items, with the fourth item, 'Pemarkahan (Individu)', circled in red. The 'Perlaksanaan Selepas Latihan' section contains a list of items, with the second item, 'Isi Pemarkahan LI', circled in red.

4. Pilih kod Kursus **DUT60019 – Latihan Industri**

The screenshot shows the UPLI system interface. At the top, there is a header with various links and a version number. Below the header, there is a section titled 'SESI PELAJAR MENJALANI LATIHAN INDUSTRI : 2 : 2022/2023'. A dropdown menu labeled 'PILIH KOD KURSUS' is open, showing 'Pilih' and 'DUT60019 - LATIHAN INDUSTRI'. The 'DUT60019 - LATIHAN INDUSTRI' option is highlighted with a red oval. At the bottom of the page, there is a footer with the text 'Politeknik Mersing' and 'Copyright Unit Perhubungan Dan Latihan Industri'.

5. Pilih kelas/program mengikut pembahagian di senarai yang telah diberikan UPLI.

The screenshot shows the UPLI system interface. At the top, there is a header with various links and a version number. Below the header, there is a section titled 'SESI PELAJAR MENJALANI LATIHAN INDUSTRI : 2 : 2022/2023'. A dropdown menu labeled 'PILIH KOD KURSUS' is open, showing 'DUT60019 - LATIHAN INDUSTRI'. Below this, there is a section titled 'PILIH KAEDAH PENCARIAN :'. Under this section, there are two dropdown menus: 'KAEDAH PERTAMA : CARIAN IKUT PROGRAM.' and 'KAEDAH KEDUA : CARIAN DIT (A)'. The 'Sila Pilih Program' option in the first dropdown menu is highlighted with a red oval. At the bottom of the page, there is a footer with the text 'Politeknik Mersing' and 'Copyright Unit Perhubungan Dan Latihan Industri'.

6. Setelah paparan mengikut kelas/program keluar, pilih menu seperti di bawah:

a. Student Progress (15%)

=> Appendix 2 (Section E: Student's Progress (15%))

b. Presentation (15%)

=> Appendix 2 (Section D: Presentation (15%))

SESI SEMASA : 2 : 2022/2023 | 2 : 2022/2023 | SL:1 : 2022/2023 | SH:1 : 2023/2024 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 9.8: 0

SESI PELAJAR MENJALANI LATIHAN INDUSTRI : 2 : 2022/2023
PILIH KOD KURSUS : ▼
PILIH KAEDAH PENCARIAN :

KAEDAH PERTAMA : CARIAN IKUT PROGRAM.
:: Sila Pilih Program : ▼

KAEDAH KEDUA : CARIAN IKUT NO.PEND ATAU NO.KP.
:: Masukkan No.Pend atau No.KP : Cari
Carian ikut No.Pendaftaran atau No.KP : Contoh 981212075433 atau 04DKE09F2310

~ Refresh Untuk Pamer Markah ~

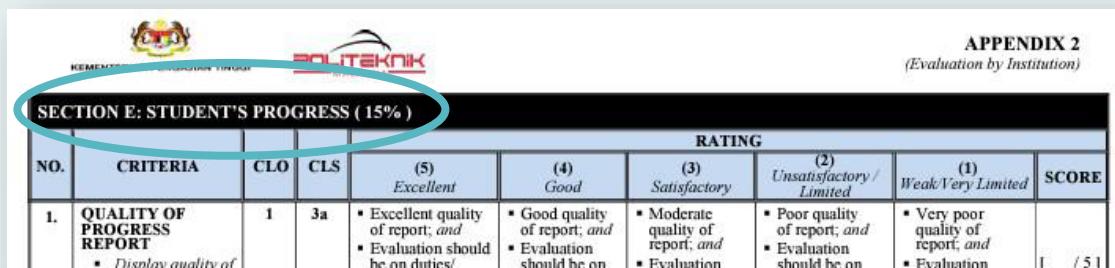
Markah Keseluruhan (100%)								
Bil.	No. Pend/ No.KP	Nama Pelajar	Kod Li / Syarikat/ Firma	Performance Appraisal (35.0%)	Industrial Training Report (20.0%)	Student's Progress (15.0%)	Presentation (15.0%)	Reflective Journal (15.0%)
1	25DDT20F1032 020209010209 JTMK	AMIRULARIF BIN TAMBI	JA2243 MEMIS SDN. BHD. NO. 39A, JALAN DANAU 1 TAMAN DESA JAYA, 81100 JOHOR BAHRU JOHOR Tel: 07-3642707 Fax: - ENCIK ZHARUL NAIN BIN A.AZIZ MANAGER OPERATION & PROJECT DEPT	<input type="text"/> Markah APPRS	<input type="text"/> Markah ITRP	9.0 Markah STPRG	12.8 Markah ZPRES	<input type="text"/> Markah ZREFJ

Politeknik Mersing
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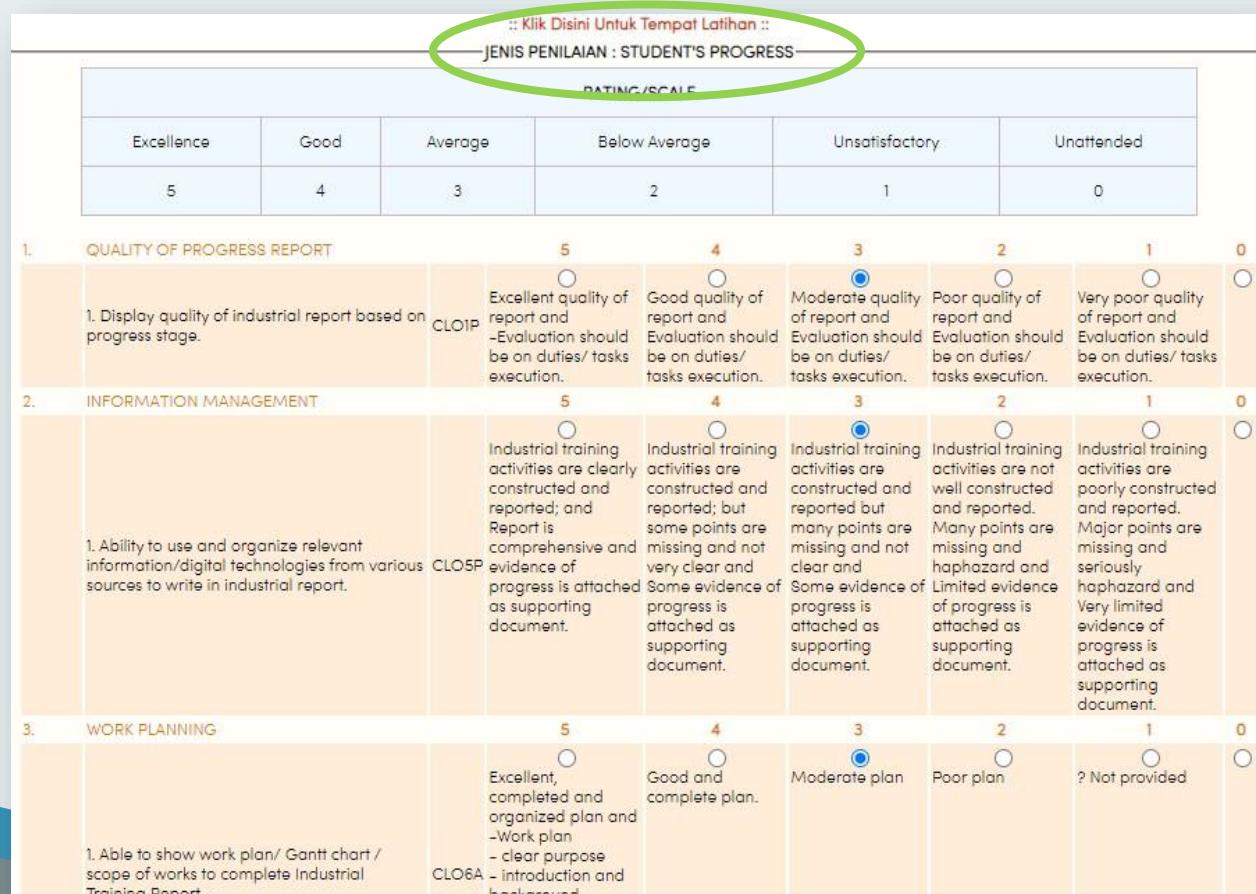
7. Isi markah *Student Progress* mengikut lampiran Appendix 2 (Section E: Student's Progress (15%)). Rujukan **APPENDIX** vs **SPMP pop-up** menu adalah seperti gambarajah di bawah:

a. Student Progress (15%)

=> Appendix 2 (Section E: Student's Progress (15%))



SECTION E: STUDENT'S PROGRESS (15%)										APPENDIX 2 (Evaluation by Institution)				
NO.	CRITERIA			(5) Excellent		(4) Good		(3) Satisfactory		RATING				
		CLO	CLS	Excellent		Good		Satisfactory		Unsatisfactory / Limited				
1.	QUALITY OF PROGRESS REPORT ▪ Display quality of industrial report based on progress stage.	1	3a	▪ Excellent quality of report; and ▪ Evaluation should be on duties/ tasks execution.		▪ Good quality of report; and ▪ Evaluation should be on.		▪ Moderate quality of report; and ▪ Evaluation.		▪ Poor quality of report; and ▪ Evaluation should be on.		▪ Very poor quality of report; and ▪ Evaluation.		1 / 5.1



JENIS PENILAIAN : STUDENT'S PROGRESS						
RATING/SCALE						
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended	
5	4	3	2	1	0	

1. **QUALITY OF PROGRESS REPORT**

	5	4	3	2	1	0
1. Display quality of industrial report based on progress stage.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. **INFORMATION MANAGEMENT**

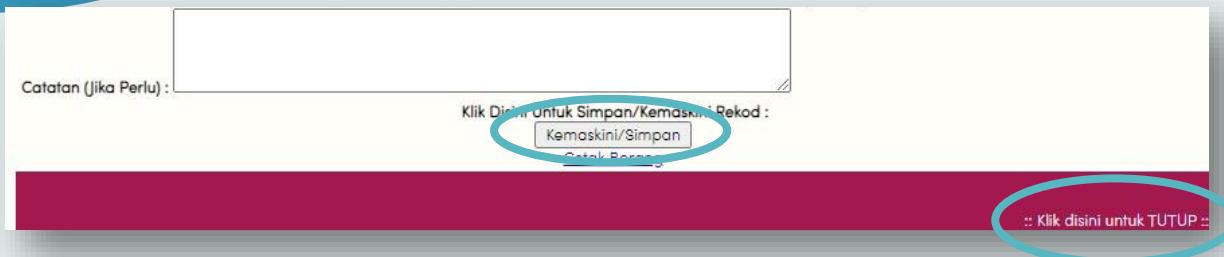
	5	4	3	2	1	0
1. Ability to use and organize relevant information/digital technologies from various sources to write in industrial report.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. **WORK PLANNING**

	5	4	3	2	1	0
1. Able to show work plan/ Gantt chart / scope of works to complete Industrial Training Report.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Kemudian *klik* pada butang **Kemaskini/Simpan** dan *klik* pada **TUTUP** untuk keluar.

~ Klik disini untuk TUTUP ~



9. Jika markah tiada dipaparan utama, sila *refresh*.

~ Refresh Untuk Pamer Markah ~

:: Masukkan No.Pend atau No.KP : <input type="text"/>				Carian	Markah Keseluruhan (100%)				
Bil.	No. Pend/ No.KP	Nama Pelajar	Kod Lt/ Syarikat/ Firma	Performance Appraisal (35.0%)	Industrial Training Report (20.0%)	Student's Progress (15.0%)	Presentation (15.0%)	Reflective Journal (15.0%)	
1	25DDT20F1032 020209010209 ITMK	AMIRUL ARIF BIN TAMBI	JA2243 MEMIS SDN. BHD. NO. 39A, JALAN DANAU 17AMAN DESAJAYA, 81100 JOHOR BAHRU,JOHOR Tel: 07-3642707 Fax:-	<input type="text"/> Markah APPRAISAL	<input type="text"/> Markah ITTR	9.0 Markah SP	12.8 Markah PRESENTATION	<input type="text"/> Markah RJS	

10. Isi markah *Presentation* mengikut lampiran Appendix 2 (Section D: Presentation (15%)).
Rujukan **APPENDIX vs SPMP pop-up** menu adalah seperti gambarajah di bawah:

b. *Presentation (15%)*

=> Appendix 2 (Section D: Presentation (15%))

NAME :				REG. NO. :			
PROGRAMME :							
SECTION D: PRESENTATION (15%)							
NO.	ITEM/ CRITERIA	CLO	CLS	RATING		SCORE	
				(5) Excellent	(4) Good		(3) Satisfactory
1.	TASK EXPLANATION	2	3b	Student	Student is at ease	Student is	Student does not

INDUSTRIAL TRAINING EVALUATION RUBRICS FORM INSTRUCTION: PLEASE RATE ITEM BELOW TO REFLECT THE STUDENT'S PERFORMANCE							
NAME :				REG. NO. :			
PROGRAMME :							
SECTION D: PRESENTATION (15%)							
NO.	ITEM/ CRITERIA	CLO	CLS	RATING		SCORE	
				(5) Excellent	(4) Good		(3) Satisfactory
1.	TASK EXPLANATION	2	3b	Student	Student is at ease	Student is	Student does not
:: Klik Disini Untuk Tempat Latihan ::							
JENIS PENILAIAN : PRESENTATION							
RATING / SCALE							
Excellence		Good	Average	Below Average	Unsatisfactory	Unattended	
5		4	3	2	1	0	
1. TASK EXPLANATION							
1. Able to relate and present new information concepts, process with more organize and complete.		CLO2A	Student demonstrates knowledge (more than required) by answering all questions with explanations and elaboration.	Student demonstrates adequate knowledge by answering all questions with explanations and elaboration.	Student is at ease and answers most questions with explanations and some elaboration.	Student is uncomfortable with information and is able to answer only basic questions, but fails to elaborate.	
2. STUDENT'S ATTITUDE AND PROFESSIONALISM		CLO3A	Always show good attitude and behavior.	Sometimes show good attitude and behavior.	Occasionally show good attitude and behavior.	Seldom show good attitude and behavior.	
1. Able to show appearance appropriate to situations and verbal response.		CLO3A	Professional interaction is consistently shown throughout whole session.	Professional interaction is sometimes shown during the session.	Professional interaction is occasionally shown during the session.	Professional interaction is seldom shown during the session.	
3. PERSONAL SKILLS		CLO6A	Always display of self-confidence and able to sustain the audience's attention as well as shows very good self-control throughout the presentation.	Frequent display of self-confidence and able to get the audience's attention as well as shows good self-control during the presentation.	Occasionally display of self-confidence and able to grasp the audience's attention once a while as well as shows satisfactory self-control during the presentation.	Limited display of self-confidence in doing a task and lack of ability to gain audience's attention as well as shows lack of self-control during the presentation.	
Bah A : (Bah A / 20.0) x 15.0 :							
				17.0	12.8		

11. Kemudian klik pada butang **Kemaskini/Simpan** dan klik pada **TUTUP** untuk keluar.

~ Klik disini untuk TUTUP ~

Catatan (Jika Perlu):

Klik Di Sini Untuk Simpan/Kemaskini Rekod :

Kemaskini/Simpan

Cetak Berang

:: Klik disini untuk TUTUP ::

12. Jika markah tiada dipaparan utama, sila **Refresh**.

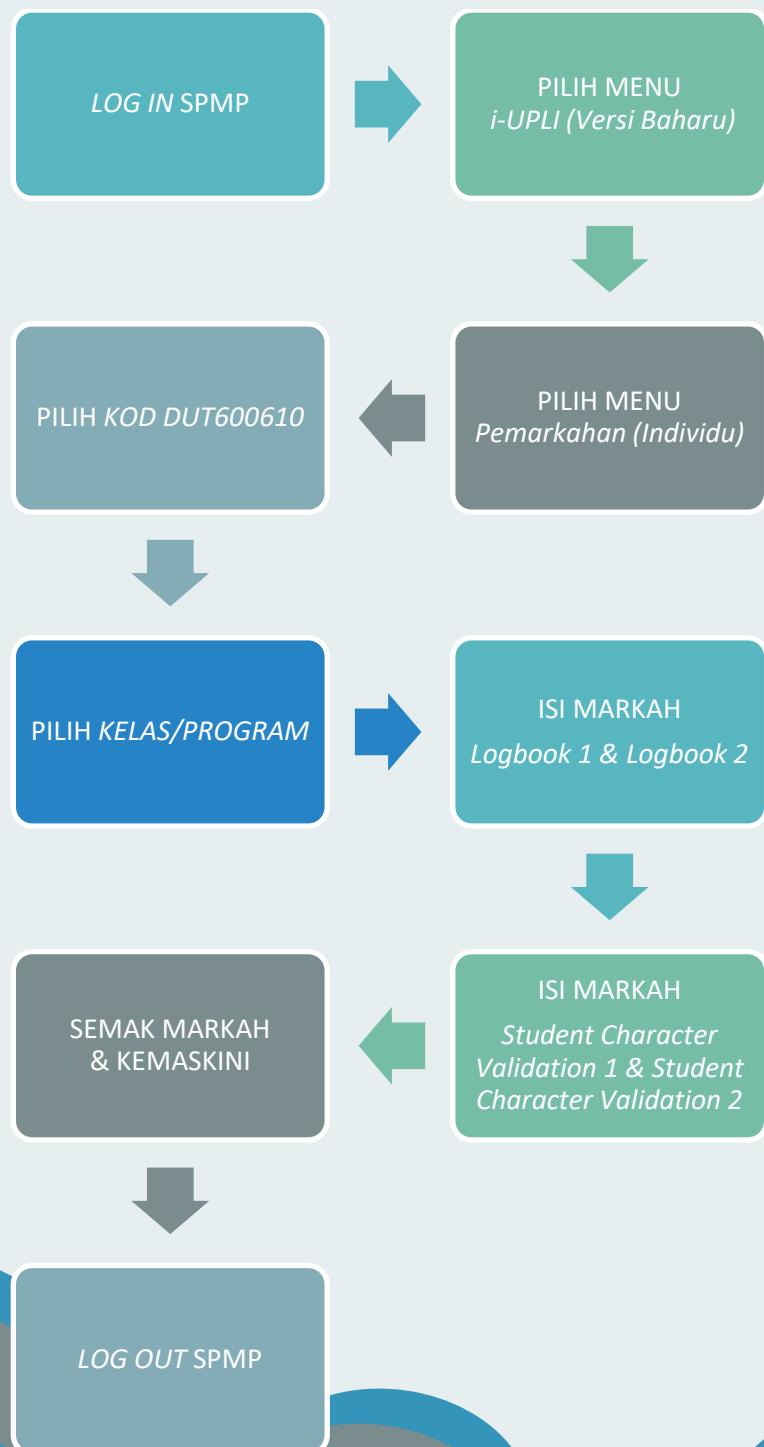
~ Refresh Untuk Pamer Markah ~

:: Masukkan No.Pend atau No.KP : <input type="text"/>				Carian		Markah Keseluruhan (100%)				
				~ Refresh Untuk Pamer Markah ~						
Bil.	No. Pend/ No.KP	Nama Pelajar	Kod Li/ Syarikat/ Firma	Performance Appraisal (35.0%)	Industrial Training Report (20.0%)	Student's Progress (15.0%)	Presentation (15.0%)	Reflective Journal (15.0%)		
1	25DDT20F1032 020209010209 ITMK	AMIRUL ARIF BIN TAMBI	JA2243 MEMIS SDN. BHD. NO. 39A, JALAN DANAU ITAMAN DESAJAYA, 81100 JOHOR BAHRU,JOHOR Tel: 07-3642707 Fax:-	<input type="text"/> Markah APPRAISE	<input type="text"/> Markah ITRP	9.0 Markah CTOPC	12.8 Markah ZTOPC	<input type="text"/> Markah TZPC		

13. Sila pastikan semua markah di kertas Rubrik Appendix 2 sama dengan markah di **i-UPLI SPMP**.

B. DUT 600610 – KEJURUTERAAN

i. PENGISIAN MARKAH UNTUK PENSYARAH PEMANTAU PELAJAR
KEJURUTERAAN



1. Daftar masuk ke **SPMP** menggunakan akaun sendiri.

Selamat Datang :

No.KP :

Katalaluan / No. Pend :

Login Pengguna

Makluman: Pelajar adalah diminta untuk menggunakan No.KP dan Kata Laluan untuk login ke portal ini.
Sekiranya terlupa kata laluan sila hubungi Penasihat Akademik.
Bagi para pensyarah/staf, sila gunakan No KPB dan Kata Laluan masing-masing. Sebarang masalah, sila isikan eaduanict online.



SPMP
Sistem Pengurusan Maklumat Politeknik
Politeknik Mersing, Johor Darul Ta'zim

POLITEKNIK
MALAYSIA
SAMBUNGAN LIZONING BERJAYA

2. Pilih menu **i-UPLI Versi Baharu**.



3. Pilih menu **Pemarkahan (Individu)** di bahagian Perlaksanaan Semasa Latihan.

SESI SEMASA : 1 : 2022/2023 | 1 : 2022/2023 | SL: 2 : 2021/2022 | SH: 2 : 2022/2023 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 9.8.6

Berita/Makluman Latihan : [Makluman](#)

Pautan Utama

- [Utama SPMP](#)
- [Tawaran Penempatan Li Zoning](#)
- [Pautan Ke Li Zoning](#)

Manual Pengguna

- [Panduan dan Tatacara Penggunaan Sistem](#)

Utiliti

- [Tukar Sesi Semasa](#)

Perlaksanaan Semasa Latihan

- [Bina Jadual Lawatan dan Semakan](#)
- [Semak Tempat Tawaran dan Daftar Tarikh Lawatan Pemantau](#)
- [Cetak Jadual Lawatan](#)
- Pemarkahan (Individu)** (highlighted with a blue oval)

Perlaksanaan Selepas Latihan

Kaedah Baharu : 2019

- [Isi Pemarkahan Li](#)

4. Pilih kod kursus **DUT600610 – LATIHAN INDUSTRI KEJURUTERAAN**

SESI SEMASA : 2 : 2021/2022 | 2 : 2021/2022 | SL: 1 : 2021/2022 | SH: 1 : 2022/2023 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 9.8.6

SESI PELAJAR MENJALANI/BALIK LATIHAN INDUSTRI : 2 : 2021/2022

PILIH KOD KURSUS : [Pilih](#) ▾

- [Pilih](#)
- [DUT40110 - INDUSTRIAL TRAINING](#)
- DUT600610 - LATIHAN INDUSTRI** (highlighted with a blue oval)
- [DUT600610 - LATIHAN INDUSTRI KEJURUTERAAN](#)
- [DUT7019 - LATIHAN INDUSTRI](#)

ENDAFTARKAN MARKAH KESELURUHAN LATIHAN INDUSTRI MENGIKUT LATIHAN INDUSTRI ::
(Kaedah Baru Merujuk Kepada Setup Kohot Baru)

Politeknik Mersing
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Politeknik Kota Bharu, Kelantan

5. Pilih kelas/program mengikut pembahagian di senarai yang telah diberikan.

Sila Pilih Kaedah Pencarian :

Kaedah Pertama : Carian ikut Program.

:: Sila Pilih Program : [Sila Pilih Program](#) ▾

Sila Pilih Program (highlighted with a blue oval)

:: Teruskan dengan memasukkan

DEE (A)
DET (A)

Politeknik Mersing

6. Setelah paparan mengikut kelas/program terpapar, pilih menu seperti di bawah:

a. **Logbook 1**

=> Appendix E2 (Section A: LOGBOOK (5%))

b. **Logbook 2**

=> Appendix E2 (Section A: INTERVIEW (5%))

c. **Student Character Validation 1**

=> Appendix E2 (Section B (i): STUDENT CHARACTER VALIDATION (5%))

=> (Supervisor)

d. **Student Character Validation 2**

=> Appendix E2 Section B (ii): STUDENT CHARACTER VALIDATION (5%)

=> (Co-Worker)

Markah Keseluruhan (100%)									
Performance Appraisal (2e) (5.0%)	Final Industry Training Report (10.0%)	Logbook 1 (5.0%)	Logbook 2 (5.0%)	Logbook 3 (5.0%)	Student Character Validation 1 (5.0%)	Student Character Validation 2 (5.0%)	Presentation 1 (5.0%)	Pr	Pr
<input type="text"/> Markah APPRS7	<input type="text"/> Markah FITRE	<input type="text"/> 3.0 Markah LBOK1	<input type="text"/> 5.0 Markah LBOK2	<input type="text"/> Markah LBOK3	<input type="text"/> 3.0 Markah STCVA1	<input type="text"/> 4.0 Markah STCVA2	<input type="text"/> Markah ZPRES1		

7. Isi markah Appendix E2 pada semua bahagian seperti rujukan **APPENDIX vs SPMP pop-up menu** di bawah:

a. Logbook 1

=> Appendix E2 (Section A: LOGBOOK (5%))

SECTION A: LOGBOOK (5%) AND INTERVIEW (5%)						
Please rate students' performance based on attribute and scale below:						
DUT600610- ENGINEERING INDUSTRIAL TRAINING APPENDIX E2 (ENGINEERING LI/ VISITING LECTURER EVALUATION)						
	Beginning (1)	Need Improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
	Logbook : Explain the task by using effective verbal/visual communication skill (5%)					
Arrange & Explain task/activity in logbook	Content is not arranged, does not explain the task and using inappropriate technical terminology	Content is arranged based on unrelated or preferred activities, comprehensive handwriting, explain without supporting documentation and using an adequate technical terminology	Content is arranged only based on main activities, comprehensive handwriting, explained but lack of supporting documentation and used of appropriate technical terminology	Content is arranged accordingly to weekly/monthly activities, good handwriting, explained with supporting documentation and used of appropriate technical terminology	Content is arranged accordingly to daily activities, neat handwriting, descriptively explained with supporting documentation and used of correct technical terminology	/5
Create creative visual information	Unable to create any creative visual information in the logbook	Create poor creative visual information in the logbook but irrelevant to the task elaboration	Create moderate creative visual information in the logbook which relevant to the task elaboration	Create good creative visual information in the logbook which relevant to the task elaboration	Create excellent creative visual information in the logbook which is relevant to the task elaboration	/5
Clarify unclear task	Does not mention an unclear task	Does not clarify unclear tasks, no discussion and follow up	Clarify unclear task without any supporting discussion evidence, follow up for improvement only when instructed	Clarify unclear task using supporting discussion evidence either with supervisor or staff, follow up for improvement when instructed	Clarify unclear tasks using supporting discussion evidence with others parties, Always follow up for improvement	/5
						TOTAL /15

JENIS PENILAIAN : LOGBOOK 1						
RATING/SCALE						
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended	
5	4	3	2	1	0	
1. Logbook : Explain the task by using effective verbal/visual communication skill	5	4	3	2	1	0
1. Arrange & Explain task/activity in logbook	CLO5A	Content is arranged according to daily activities, neat handwriting, descriptive, explained with supporting documentation and used of correct technical terminology	Content is arranged accordingly to weekly/monthly activities, good handwriting, explained but lack of supporting documentation and used of appropriate technical terminology	Content is arranged only based on main activities, comprehensive handwriting, explained but lack of supporting documentation and used of appropriate technical terminology	Content is arranged based on unrelated or preferred activities, comprehensive handwriting, explain without supporting documentation and using an adequate technical terminology	Content is not arranged, does not explain the task and using inappropriate technical terminology
2. Create creative visual information	CLO5A	Create excellent creative visual information in the logbook which is relevant to the task elaboration	Create good creative visual information in the logbook which relevant to the task elaboration	Create moderate creative visual information in the logbook which relevant to the task elaboration	Create poor creative visual information in the logbook but irrelevant to the task elaboration	Unable to create any creative visual information in the logbook
3. Clarify unclear task	CLO5A	Clarify unclear tasks using supporting discussion evidence with others parties, Always follow up for improvement	Clarify unclear task using supporting discussion evidence either with supervisor or staff, follow up for improvement when instructed	Clarify unclear task without any supporting discussion evidence, follow up for improvement only when instructed	Does not clarify unclear tasks, no discussion and follow up	Does not mention an unclear task
Bab A: (Bab A / 15.0) x 5.0 :						5.0 5.0

b. Logbook 2

=> Appendix E2 (Section A: INTERVIEW (5%))

Interview : Explain the task by using effective verbal/visual communication skill (5%)						
Interview preparation	Document is not well prepared and incomprehensible	Document is not well prepared and barely comprehensible	Document is prepared with gap and comprehensible	Document is well prepared and comprehensible	Document is well prepared and neat	/5
Use technical terminology to describe the task/activities	Unable to describe work process	Describe work process using inappropriate technical terminology during the interview session	Describe work process using appropriate technical terminology occasionally during the interview session.	Describe work process using appropriate technical terminology most of the time during the interview session	Describe work process using appropriate technical terminology and varied vocabulary effectively throughout the interview session	/5
Explanation of log book (Student Activities - Daily planning, Level of interaction, Content of logbook & familiarity)	Unable to relate working skills to the assigned task	Rarely able to relate working skills to the assigned task during the interview session	Able to relate working skills to the assigned task very well now and then during the interview session	Able to relate working skills to the assigned task very well most of the time during the interview session	Able to relate working skills to the assigned task very well throughout the interview session	/5
TOTAL						/15

JENIS PENILAIAN : LOGBOOK 2						
RATING/SCALE						
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended	
5	4	3	2	1	0	
1. Interview ; Explain the task by using effective verbal/visual communication skill						
1. Interview preparation		CLOSA	5 <input checked="" type="radio"/> Document is well prepared and neat	4 <input type="radio"/> Document is well prepared and comprehensible	3 <input type="radio"/> Document is prepared with gap and comprehensible	2 <input type="radio"/> Document is not well prepared and barely comprehensible
2. Use technical terminology to describe the task/activities		CLOSA	1 <input checked="" type="radio"/> Describe work process Using appropriate technical terminology and varied vocabulary effectively throughout the interview session	2 <input type="radio"/> Describe work process Using appropriate technical terminology most of the time during the interview session	3 <input type="radio"/> Describe work process Using appropriate technical terminology occasionally during the interview session	4 <input type="radio"/> Describe work process Using inappropriate technical terminology during the interview session
3. Explanation of log book (Student Activities - Daily planning, Level of interaction, Content of logbook & familiarity)		CLOSA	5 <input checked="" type="radio"/> Able to relate working skills to the assigned task very well throughout the interview session	4 <input type="radio"/> Able to relate working skills to the assigned task very well most of the time during the interview session	3 <input type="radio"/> Able to relate working skills to the assigned task very well now and then during the interview session	2 <input type="radio"/> Rarely able to relate working skills to the assigned task during the interview session
						15.0 5.0
Bab A: (Bab A / 15.0) x 5.0 :						

c. Student Character Validation 1

=> Appendix E2 (Section B (i): STUDENT CHARACTER VALIDATION (5%)
=> (Supervisor)

SECTION B (i): STUDENT CHARACTER VALIDATION (5%) Please rate students' performance based on attribute and scale below:						
Student Name :						
Registration No. :			Programme & Polytechnic			
	Beginning (1)	Need improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Practice professional ethics and responsibilities as engineering technician						
ATTENDANCE, PUNCTUALITY, AND RELIABILITY <ul style="list-style-type: none">• Completes required working hours• Notifies any absentee at the beginning of working day• Provides adequate notice for time off• Break time according to the schedule	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE <ul style="list-style-type: none">• Adheres to employer's dress code• Presents a neat and clean appearance• Wears clothing suitable to the job, task, and environment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE <ul style="list-style-type: none">• Displays a willingness to cooperate• Accepts constructive criticism• Displays and communicates empathy to customers and co-workers• Projects self-confidence and sincerity	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT <ul style="list-style-type: none">• Treats supervisors and fellow employees with respect, courtesy, and tactful.• Does not engage in any kind of harassment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
TOTAL						/20
Name of supervisor :	Date :					
Designation / stamp :						

JENIS PENILAIAN : STUDENT CHARACTER VALIDATION 1																																		
RATING/SCALE																																		
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended																													
5	4	3	2	1	0																													
Practice professional ethics and responsibilities as engineering technician ASSESSMENT BY SUPERVISOR:																																		
5 4 3 2 1 0																																		
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Bah A : (Bah A / 20.0) x 5.0 :																																		
<table border="1"> <tr> <td>12.0</td> </tr> <tr> <td>3.0</td> </tr> </table>							12.0	3.0																										
12.0																																		
3.0																																		

d. Student Character Validation 2

=> Appendix E2 Section B (ii): STUDENT CHARACTER VALIDATION (5%)
=>(Co-Worker)

SECTION B (ii): STUDENT CHARACTER VALIDATION (5) Please rate students' performance based on attribute and scale below:						
Student Name :						
Registration No. :			Programme & Polytechnic			
	Beginning (1)	Need improvement (2)	Acceptable (3)	Accomplish (4)	Exemplary (5)	Score
Practice professional ethics and responsibilities as engineering technician						
ATTENDANCE, PUNCTUALITY, AND RELIABILITY <ul style="list-style-type: none">• Completes required working hours• Notifies any absentee at the beginning of working day• Provides adequate notice for time off• Break time according to the schedule	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
APPEARANCE <ul style="list-style-type: none">• Adheres to employer's dress code• Presents a neat and clean appearance• Wears clothing suitable to the job, task, and environment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
ATTITUDE <ul style="list-style-type: none">• Displays a willingness to cooperate• Accepts constructive criticism• Displays and communicates empathy to customers and co-workers• Projects self-confidence and sincerity	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
RESPECT <ul style="list-style-type: none">• Treats supervisors and fellow employees with respect, courtesy, and tactful.• Does not engage in any kind of harassment	Unable to practice even with supervision	Practiced under supervision	Comply and practice moderately of the time during industrial training	Good and practice most of the time during industrial placement	Excellent and consistently practiced	/5
TOTAL						/20
Name of Co-worker :	Date :					
Designation / stamp :						

JENIS PENILAIAN : STUDENT CHARACTER VALIDATION 2 —						
RATING/SCALE						
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended	
5	4	3	2	1	0	
Practice professional ethics and responsibilities as engineering technician						
ASSESSMENT BY CO-WORKER:						
1. ATTENDANCE, PUNCTUALITY, AND RELIABILITY						
<ul style="list-style-type: none"> -Completes required working hours -Notifies any absentee at the beginning of working day -Provides adequate notice for time off -Break time according to the schedule 						
<input type="radio"/> CLOSA Excellent and consistently practiced <input type="radio"/> CLOSA Good and practice most of the time during industrial placement <input type="radio"/> CLOSA Comply and practice moderately of the time during industrial training <input type="radio"/> CLOSA Practiced under supervision <input type="radio"/> CLOSA Unable to practice even with supervision						
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Bah A: (Bah A / 20.0) x 5.0 :						
<input type="text" value="16.0"/> <input type="text" value="4.0"/>						

8. Pastikan semua markah di kertas Rubrik E2 sama dengan markah di i-UPLI SPMP.

3.0 TATACARA PENGISIAN MARKAH PENILAI

A. DUT 600610 - KEJURUTERAAN

- i. PENGISIAN MARKAH UNTUK PENSYARAH PENILAI PELAJAR KEJURUTERAAN



1. Daftar masuk ke **SPMP** menggunakan akaun sendiri.

Selamat Datang :

No.KP :

Katalaluan / No. Pend :

Login Pengguna

Makluman: Pelajar adalah diminta untuk menggunakan No.KP dan Kata Laluan untuk login ke portal ini.
Sekiranya terlupa kata laluan sila hubungi Penasihat Akademik.
Bagi para pensyarah/staf, sila gunakan No KPB dan Kata Laluan masing-masing. Sebarang masalah, sila isikan eaduanict online.

SPMP
Sistem Pengurusan Maklumat Politeknik
Politeknik Mersing, Johor Darul Ta'zim

POLITEKNIK
MALAYSIA

2. Pilih menu **i-UPLI Versi Baharu**.



3. Pilih menu Isi Pemarkahan LI.

The screenshot shows a navigation menu on the left with sections like 'Pautan Utama', 'Manual Pengguna', 'Utiliti', and 'Carta Perlaksanaan'. On the right, there are sections for 'Berita/Makluman Latihan' and 'Perlaksanaan Semasa Latihan'. A blue oval highlights the 'Isi Pemarkahan LI' link under 'Perlaksanaan Semasa Latihan'.

4. Pilih kod Kursus DUT600610 – Latihan Industri kejuruteraan

The screenshot shows a dropdown menu for selecting a course. The option 'DUT600610 - LATIHAN INDUSTRI KEJURUTERAAN' is highlighted with a blue oval. Below the dropdown, a note says 'MENDAFTARKAN MARKAH KESELURUHAN LATIHAN INDUSTRI MENGIKUTI LATIHAN INDUSTRI : (Kaedah Baru Merujuk Kepada Setup Kohot Baharu)'.

5. Pilih kelas/program mengikut pembahagian di senarai yang telah diberikan UPLI.

The screenshot shows a dropdown menu for selecting a program category. The option 'DEE (A)' is highlighted with a blue oval. Below the dropdown, a note says 'MENDAFTARKAN MARKAH KESELURUHAN LATIHAN INDUSTRI MENGIKUTI LATIHAN INDUSTRI : (Kaedah Baru Merujuk Kepada Setup Kohot Baharu)'.

6. Setelah paparan mengikut kelas/program keluar, pilih menu seperti di bawah:

a. **Final Industry Training Report (lecturer) (10%)**

=> Appendix E3 (Section A: Final Report (10%))

b. **Presentation (10%)**

=> Presentation 1 (5%) & Presentation 2 (5%)

=> Appendix E3 (Section B: Presentation (10%))

(100%)											
Performance Appraisal (2c) (10.0%)	Performance Appraisal (2d) (5.0%)	Performance Appraisal (2e) (5.0%)	Final Industry Training Report (10.0%)	Logbook 1 (VI. E2 1) (5.0%)	Logbook 2 (VI. E2 2) (5.0%)	Logbook 3 (Industri E1) (5.0%)	Presentation 1 (5.0%)	Presentation 2 (5.0%)	Student Character Validation 1 (5.0%)	Student Character Validation 2 (5.0%)	Student Character Validation 3 (5.0%)
TUTUP	TUTUP	TUTUP	<div style="border: 1px solid black; padding: 2px; display: inline-block;">0.0 Markah FITRE</div>	TUTUP	TUTUP	TUTUP	<div style="border: 1px solid black; padding: 2px; display: inline-block;">0.0 Markah PREST1</div>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">0.0 Markah PREST2</div>	TUTUP	TUTUP	

7. Isi markah Appendix E3 pada semua bahagian seperti rujukan **APPENDIX** vs **SPMP pop-up menu** di bawah:

a. Final Industry Training Report (lecturer) (10%)

=> Appendix E3 (Section A: Final Report (10%))

DUT600610- ENGINEERING INDUSTRIAL TRAINING APPENDIX E3 (ENGINEERING LI/ INSTITUTION EVALUATION)							
SECTION A: FINAL REPORT (10%) Please evaluate student's performance based on attribute and scale below:							
Write a report based on given task according to technical practice (10%)							
Executive Summary	Summary of four (4) important aspects in final report Industrial training information, Job scope description, Industrial experience and conclusion	Unable to derive any aspect/key element of the final report into an abstract	Able to derive one (1) aspect/key element of the final report.	Able to derive two (2) of important aspect/key element of the final report.	Able to derive three (3) of important aspect/key element of the final report.	Able to derive all important aspects/ key element of the final report.	Score /5
Nama Pelajar : MOHAMAD AMIR AZAD BIN AB. RAHMAN Butiran Pelajar : 25DET20F1003 / 020628010799 /JKR							
:: Klik Disini Untuk Tempat Latihan ::							
JENIS PENILAIAN : FINAL INDUSTRY TRAINING REPORT ——————							
RATING/ SCALE							
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended		
5	4	3	2	1	0		
1. Executive Summary							
1. Summary of four (4) important aspects in final report Industrial training information, Job scope description, Industrial training experience and conclusion		CLO6C		5	4	3	2
				Able to derive all important aspects/ key element of the final report.	Able to derive three (3) of important aspect/key element of the final report.	Able to derive two (2) of important aspect/key element of the final report.	Able to derive one (1) aspect/key element of the final report.
2. Introduction and company background		CLO6C		5	4	3	2
				Introduction is complete, well written and relate to all element.	Introduction is complete and relate to all element	Introduction is complete and relate to 2(two) out of 3(three) element.	Introduction is complete and relate to 1(one) out of 3(three) element.
3. Training summary report		CLO6C		5	4	3	2
				Complete a summary of 20 weeks industrial training activities extensively.	Complete a summary of 20 weeks industrial training activities sufficiently.	Complete a summary of 20 weeks industrial training activities adequately.	Incomplete summary of 20 weeks industrial training activities Insufficiently
4. Technical report		CLO6C		5	4	3	2
				Able to explain a comprehensively clear and sequenced activities.	Able to explain a clear sequence of activities.	Able to explain a brief sequence of activities	Able to explain insufficient sequence of activities
5. Conclusion and Recommendation		CLO6C		5	4	3	2
				Conclusion is complete and well written and relate to all element.	Conclusion is complete and relate to all element.	Conclusion is complete and relate to 2(two) out of 3(three) element	Conclusion is complete and relate to 1(one) out of 3(three) element
Bah A :							
(Bah A / 30.0) x 10.0 :							
Klik Disini Untuk Simpan/Kemaskini Rekod :							
Cetak Borang							
24.0 8.0 Kemaskini/Simpan							

b. ***Presentation (10%)***

=> Presentation 1 (5%) & Presentation 2 (5%)

=> Appendix E3 (Section B: Presentation (10%))

i. **Presentation 1 (5%)**

SECTION B: PRESENTATION (10%)							DUT600510- ENGINEERING INDUSTRIAL TRAINING APPENDIX E3 (ENGINEERING LI/ INSTITUTION EVALUATION)
Present students' performance based on attribute and scale below:							
	Very Poor (1)	Poor (2)	Fair (3)	Good (4)	Excellent (5)	Score	
Explain the task by using effective verbal/visual communication skill (5%)							
Triangulation of final report & presentation	Presentation are not relevant to the final report	Presentation inconsistent to the final report information	Presentation are moderate consistent to the final report information	Presentation are consistent to the final report information	Presentation are concise, clear and consistent to the final report	/5	

:: Daftar Markah Bagi Jenis Penilaian: PRESENTATION 1
Sesi Melanjutkan Latihan Industri : 2 - 2022/2023

Nama Pelajar : SAFAWATI IZZANI BINTI SAMSUL
Butiran Pelajar : 25DEE20F1001 / 020617100086 / JKE

.. Klik Disini Untuk Tempat Latihan ::
JENIS PENILAIAN : PRESENTATION 1

RATING SCALE						
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended	
5	4	3	2	1	0	

1. Explain the task by using effective verbal/visual communication skill 5 4 3 2 1 0

1. Triangulation of final report and presentation	CLOS A	Presentation are concise, clear and consistent to the final report information	Presentation are consistent to the final report information
			Presentation are moderate consistent to the final report information
			Presentation inconsistent to the final report information
			Presentation are not relevant to the final report information

Bah A:
(Bah A / 5.0) x 5.0 :

Klik Disini Untuk Simpan/Kemaskini Rekod : [Cetak Borang](#) [Kemaskini/Simpan](#)

~ Klik disini untuk TUTUP ~

ii. Presentation 2 (5%)

Explain the task by using effective verbal/visual communication skill (5%)						TOTAL	/5
Industrial training information (job scope, company profile, daily activities summary and main technical task)	Unable to explain information regarding industrial training.	Ability to explain only one of important information of industrial training.	Ability to explain two (2) or four (4) important information of industrial training.	Ability to explain three (3) of four (4) important information of industrial training.	Ability to explain all important information of industrial training.		/5
Ability to prepare a neat and creative design of visual aid which complement to the presentation.	Ability to prepare a poor visual aid which is lack of creativity and not connect to the speech.	Ability to prepare an adequately neat and creative design of visual aid which is connect to the speech.	Ability to prepare a mostly neat and creative design of visual aid which is connect to the speech.	Ability to prepare a neat and creative design of visual aid which complement to the presentation.	Ability to explain only one of important information of industrial training.	Ability to explain all important information of industrial training.	

: Daftar Markah Bagi Jenis Penilaian: PRESENTATION 2
See Menjalani Latihan Industri : 2 : 2022/2023

Nama Pelajar : SAFAWATI IZZANI BINTI SAMSUL.
Butiran Pelajar : 260EE20F1001 / 020617100086 / JKE

... Klik Disini Untuk Simpan Record ...
JENIS PENILAIAN : PRESENTATION 2

RATING/SCALE																																	
Excellence	Good	Average	Below Average	Unsatisfactory	Unattended																												
5	4	3	2	1	0																												
1. Explain the task by using effective verbal/visual communication skill <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">1. Industrial training information (job scope, company profile, daily activities summary and main technical task)</td> <td style="width: 10%; text-align: center;">CLOSA</td> <td style="width: 10%;">Ability to explain all important information of industrial training</td> <td style="width: 10%;">Ability to explain three (3) of four (4) important information of industrial training</td> <td style="width: 10%;">Ability to explain two (2) of four (4) important information of industrial training</td> <td style="width: 10%;">Ability to explain only one of important information of industrial training</td> <td style="width: 10%;">Unable to explain information regarding industrial training.</td> </tr> <tr> <td>2. Creativity</td> <td style="text-align: center;">CLOSA</td> <td>Ability to prepare a neat and creative design of visual aid which complement to the presentation.</td> <td>Ability to prepare mostly neat and creative design of visual aid which is connect to the speech.</td> <td>Ability to prepare an adequately neat and creative design of visual aid which is connect to the speech.</td> <td>Ability to prepare a poor visual aid which is lack of creativity and not connect to the speech.</td> <td>Ability to prepare a very poor visual aid which is messy and not connect to the speech.</td> </tr> <tr> <td>3. Interaction</td> <td style="text-align: center;">CLOSA</td> <td>Ability to fully understand, respond and make justification to the given question very well.</td> <td>Ability to fully understand, respond and make justification to the given question.</td> <td>Ability to understand and answer to the given question satisfactorily.</td> <td>Ability to understand and answer question but not able accurately answer the question.</td> <td>Not able to understand and respond to question.</td> </tr> </table>							5	4	3	2	1	0	1. Industrial training information (job scope, company profile, daily activities summary and main technical task)	CLOSA	Ability to explain all important information of industrial training	Ability to explain three (3) of four (4) important information of industrial training	Ability to explain two (2) of four (4) important information of industrial training	Ability to explain only one of important information of industrial training	Unable to explain information regarding industrial training.	2. Creativity	CLOSA	Ability to prepare a neat and creative design of visual aid which complement to the presentation.	Ability to prepare mostly neat and creative design of visual aid which is connect to the speech.	Ability to prepare an adequately neat and creative design of visual aid which is connect to the speech.	Ability to prepare a poor visual aid which is lack of creativity and not connect to the speech.	Ability to prepare a very poor visual aid which is messy and not connect to the speech.	3. Interaction	CLOSA	Ability to fully understand, respond and make justification to the given question very well.	Ability to fully understand, respond and make justification to the given question.	Ability to understand and answer to the given question satisfactorily.	Ability to understand and answer question but not able accurately answer the question.	Not able to understand and respond to question.
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Bah A : (Bah A / 15.0) x 5.0 : Klik Disini Untuk Simpan/Kemaskini Rekod : Cetak Borang Kemaskini/Simpan																																	
~ Klik disini untuk TUTUP ~																																	

8. Pastikan markah di kertas Rubrik E3 sama dengan markah di iUPLI SPMP. Selepas isi markah kemudian tekan butang **Kemaskini/Simpan** dan tutup dengan menekan butang **TUTUP**.

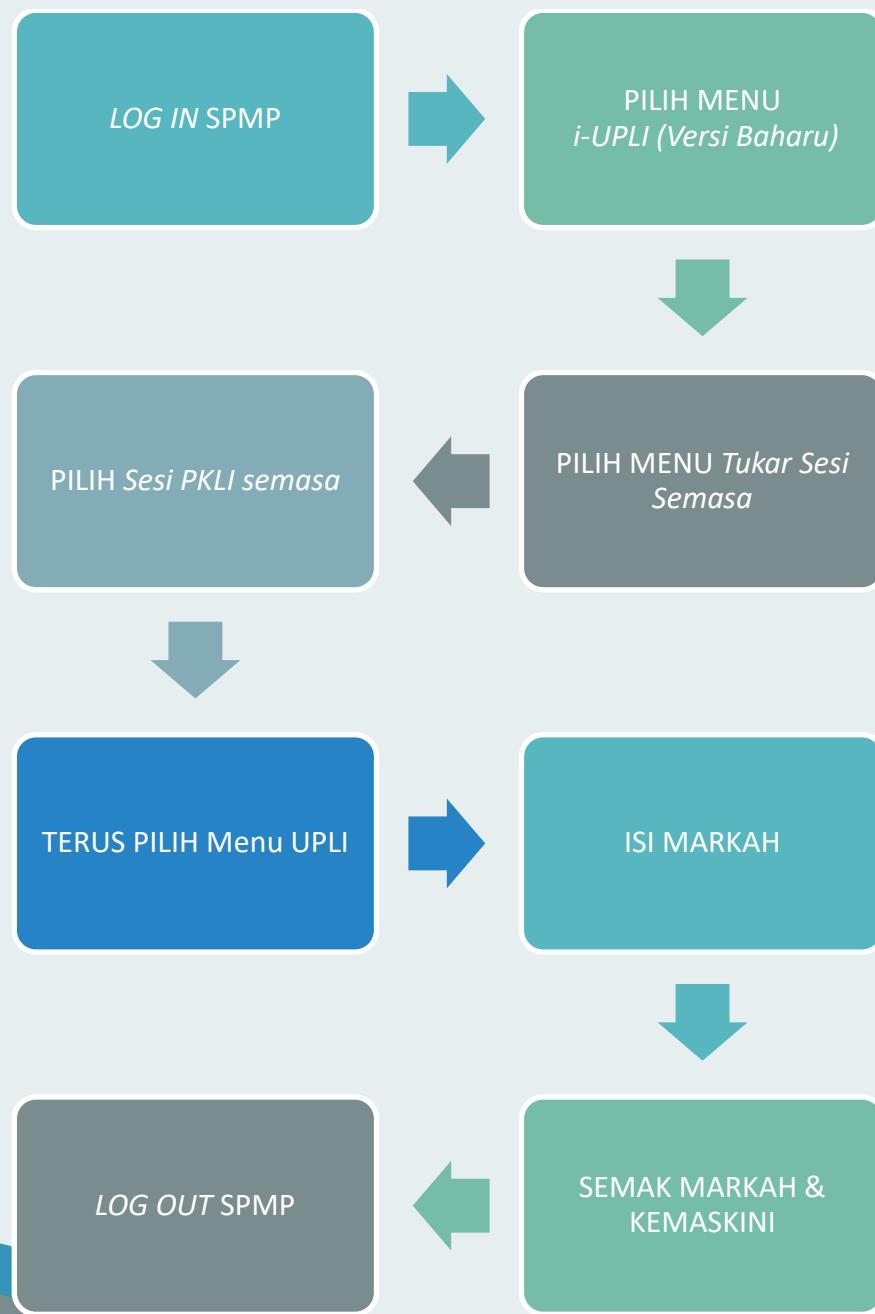
[~ Klik disini untuk TUTUP ~](#)

9. Pastikan markah yang dimasukkan, boleh dipaparkan pada markah keseluruhan dengan cara menekan butang **Refresh** pada paparan markah keseluruhan.

~ Refresh Untuk Pamer Markah ~

~ Refresh Untuk Pamer Markah ~							
Bil.	No. Pend/ No.KP	Nama Pelajar	Kod Lt / Syarikat/ Firma	Performance Appraisal (1a) (10.0%)	Performance Appraisal (1b) (5.0%)	Performance Appraisal (2a) (20.0%)	Performance Appraisal (2b) (5.0%)
1	25DET20F1003 020628010799 JKE	MOHAMAD AMIR AZAD BIN AB. RAHMAN	JA1289 CELESTICA ELECTRONICS (M) SDN BHD LOT 1 AIRPORT LOGISTIC PARK, SENAI INTERNATIONAL AIRPORT, 81260 JOHOR BAHRU JOHOR Tel: 07-5962222	0.0 Markah APPRS1	0.0 Markah APPRS2	0.0 Markah APPRS3	0.0 Markah APPRS4

4.0 TATACARA PENUKARAN SESI PKLI



1. Daftar masuk ke portal **SPMP** menggunakan akaun sendiri.

Selamat Datang :

No.KP :

Katalaluan / No. Pend : **Login Pengguna**

Makluman: Pelajar adalah diminta untuk menggunakan No.KP dan Kata Laluan untuk login ke portal ini.
Sekiranya terlupa kata laluan sila hubungi Penasihat Akademik.
Bagi para pensyarah/staf, sila gunakan No KPB dan Kata Laluan masing-masing. Sebarang masalah, sila isikan eaduanict online.

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POLITEKNIK
MAKLAYSIA
MERSING

2. *Klik menu i-UPLI Versi Baharu*

SESI PELAJARAN : 2 : 2021/2022 | 2 : 2021/2022 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 7.8

Versi Lama



[Versi Lama](#)

Versi Baharu



[Versi Baharu](#)

Status Server LI Zoning

Status Server :
: SAMBUNGAN LIZONING BERJAYA 

Sebarang masalah atau pertanyaan bolehlah berhubung terus dengan pegawai unit perhubungan dan latihan industri di talian yang telah dinyatakan.

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3. Jika pelajar adalah pelajar sesi PKLI, sila tukar sesi semasa kepada sesi PKLI semasa di menu **Tukar Sesi Semasa** di bawah **Utiliti**.

The screenshot shows the main menu of the SPMP system. On the left, there's a sidebar with 'Pautan Utama' (Main Links) containing 'Utama SPMP' and 'Tawaran Penempatan Li Zoning'. Below that is 'Manual Pengguna' (User Manual) with a link to 'Panduan dan Tatacara Penggunaan Sistem'. The 'Utiliti' link is highlighted with a teal oval. Under 'Utiliti' is the 'Tukar Sesi Semasa' link. Further down is 'Carta Perlaksanaan' with links to 'Carta Perlaksanaan Sebelum Li', 'Carta Perlaksanaan Semasa Li', and 'Carta Perlaksanaan Selepas Li'. At the top right, there are links for 'Berita/Makluman Latihan', 'Perlaksanaan Semasa Latihan', and 'Perlaksanaan Selepas Latihan'. The top navigation bar includes 'SESI SEMASA : 2 : 2021/2022 | 2 : 2021/2022 | SL:1 : 2021/2022 | SH:1 : 2022/2023 | Utama SPMP | Menu UPLI | Logout | Versi: 9.8; 8'.

4. Pilih sesi PKLI semasa seperti gambarah di bawah.

This screenshot shows the 'Tukar Sesi Semasa' dropdown menu. The user has selected '2 : 2021/2022 (PKLI)', which is highlighted with a teal oval. The dropdown list also includes other session options like '1 : 2022/2023', 'DISEMBER 2020 (FASA 3)', and various sessions from 2019 and earlier. The background shows the Politeknik Mersing logo and address. The top navigation bar is identical to the previous screenshot.

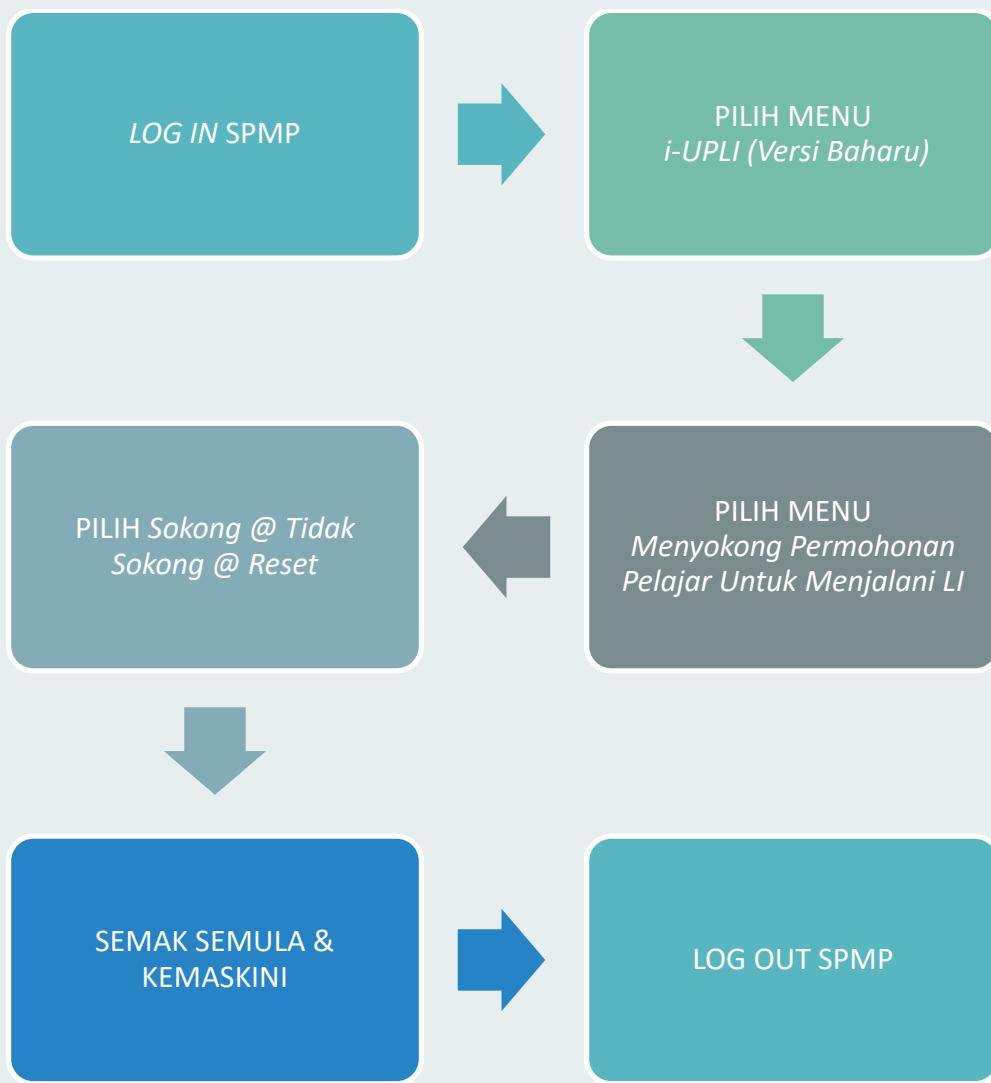
- Setelah sesi berjaya disetkan, terus *klik* **Menu UPLI** dan ikuti langkah seterusnya seperti tatacara di atas untuk memasukan markah.

The screenshot shows a user interface for managing sessions. At the top, it displays the user's name, session details (SESI SEMASA : 2 : 2021/2022), and navigation links (Utama, PMP, Menu UPLI, Logout). A circled link 'Logout' is visible. Below this, a message 'Tukar Sesi Semasa:' and a note about session exchange are shown. A dropdown menu 'Sila Pilih Sesi Yang Hendak Ditukar' is open, showing '2: 2021/2022 (PKLI)' as the selected option. A large yellow box highlights the 'Sesi Berjaya Disetkan:' section, which lists session details:

Sesi Penuh /Sesi Semasa	: 2 : 2021/2022 (PKLI)
Sesi Latihan Akan Datang	: 1 : 2022/2023 (PKLI)
Sesi Latihan Lepas	: 1 : 2021/2022 (PKLI)
Sesi di iHELP	: 2 : 2021/2022
Sesi di iEXAM	: 2 : 2021/2022 (PKLI)
Status Proses	: Dibuka Untuk Kemaskini Rekod dan Proses

At the bottom, the footer information includes Politeknik Mersing, Copyright notice, and Politeknik Kota Bharu, Kelantan.

5.0 TATACARA KEMASKINI SOKONGAN PENASIHAT AKADEMIK



1. Daftar masuk ke portal **SPMP** menggunakan akaun sendiri.

Selamat Datang :

No.KP :

Katalaluan / No. Pend : **Login Pengguna**

Makluman: Pelajar adalah diminta untuk menggunakan No.KP dan Kata Laluan untuk login ke portal ini.
Sekiranya terlupa kata laluan sila hubungi Penasihat Akademik.
Bagi para pensyarah/staf, sila gunakan No KPB dan Kata Laluan masing-masing. Sebarang masalah, sila isikan eaduanict online.

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2. *Klik menu i-UPLI Versi Baharu*

SESI PELAJARAN : 2 : 2021/2022 | 2 : 2021/2022 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 7.8

Versi Lama

Versi Baharu

Status Server LI Zoning

Status Server :
: SAMBUNGAN LIZONING BERJAYA

Versi Lama

Versi Baharu

Sebarang masalah atau pertanyaan bolehlah berhubung terus dengan pegawai unit perhubungan dan latihan industri di talian yang telah dinyatakan.

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3. Pilih menu **Menyokong Permohonan Pelajar Untuk Menjalani LI** di bawah menu **Penasihat Akademik**



4. Pilih samada menyokong, tidak menyokong atau reset.

SESI SEMASA : I : 2023/2024 | 1 : 2023/2024 | SL: 2 : 2022/2023 | SH: 2 : 2023/2024 | [Utama SPMP](#) | [Menu UPLI](#) | [Logout](#) | Versi: 9.6.0

Senarai Pemohon Untuk Mengikuti Latihan Industri:

Jika Anda Boleh Membaca Kenyataan Ini, Anda adalah Pensyarah Penasihat Akademik.
Untuk Maklumat, maklumat anda akan direkod sebagai PA bagi pelajar yang memohon untuk menjalani latihan industri bagi sesi 2 : 2023/2024.
Sila semak kelayakan pelajar bagi mengesahkan permohonan mereka.

Bil.	No.Pend No.KP	Nama	Program	No.Tel	Sahkan Status PA		
					Sokong	Tidak Sokong	Reset
1	25DDT21F1001 030126100486	NURUL AQEILA SAFEIYA BINTI MOHAMMAD SHAH	DDT	0133554143, 0133901246	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	25DDT21F1002 030707010497	PEH JIA DA	DDT	01112707497, 01112707497	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	25DDT21F1003 030528010803	MUHAMMAD FARHAN AQIL BIN MOHD JANI	DDT	0137090999, 0136065709	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	25DDT21F1005 030225010603	SHAMEER IZZAN HAFIZ BIN ROSLI	DDT	0167404430, 0107164456	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	25DDT21F1006 030430040377	SAARVIN A/L PUNNIA MOORTHI KAVONDER	DDT	0177401512, 0177401512	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	25DDT21F1007 030707141235	KHAIRULAMIRIN BIN AZHAR	DDT	0172392563, 0172392563	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	25DDT21F1008 031202010170	NUR HUSNINA AZRA BINTI JALAL	DDT	01169426239, 01169426239	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Simpan dengan menekan butang **kemaskini** pada bahagian bawah kanan menu dan kemudian sahkan pengemaskinian data pada *pop-up* yang muncul seperti gambarajah di bawah.



AHLI JAWATANKUASA PENULISAN

PENAUNG:

HILMUN BINTI MOHAMED
PENGARAH POLITEKNIK MERSING

PENASIHAT:

DR. SETIAWAN BIN HARDONO
TPA POLITEKNIK MERSING

Ts. SUHANA BINTI ISMAIL
TPSA POLITEKNIK MERSING

PENGERUSI

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NUR HAFIZAH BINTI MAHMUDIN
- 3) **TATACARA PENGISIAN MARKAH PEMANTAU (KEJURUTERAAN)**
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MOHD RIZAL BIN SEWANG
- 4) **TATACARA PENGISIAN MARKAH PENILAI**
SUHAILA BINTI SHARIF
TURINA BINTI TUMERAN
- 5) **TATACARA PENUKARAN SESI PKLI**
MHD AFANDI BIN MUHAMMAD ALINAFIAH
SITI HAJAR BINTI MAT ZAN
- 6) **TATACARA KEMASKINI SOKONGAN PENASIHAT AKADEMIK**
NUR AQILA BINTI HUSSIN
MHD AFANDI BIN MUHAMMAD ALINAFIAH

PEREKA GRAFIK & SUSUNAN:

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ABDUL FARID BIN AZMI

PENYUNTING & PENYEMAK KANDUNGAN:

MHD AFANDI BIN MUHAMMAD ALINAFIAH
PUZIAHHAIZA BINTI PAZUI

SEKALUNG PENGHARGAAN

Ucapan setinggi-tinggi penghargaan kepada semua pihak yang terlibat secara langsung dan tidak langsung
serta semua pihak yang telah berkerjasama dalam penyediaan dan penghasilan

Buku Panduan Penggunaan i-UPLI SPMP (Pemantau, Penilai & Penasihat Akademik)
Edisi 2023

**Unit Perhubungan dan Latihan Industri,
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ISBN 978-967-2904-68-7



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