

**CLASS MEETING REPORT**  
**EVALUATION RESULTS OF STUDENTS' ACTIVITIES**

**Semester** ..... **School year** ..... - .....

**Class:** .....

**Time:** ..... **Location:** .....

**Content:** evaluation results of students' activities

**I. Participants:**

1. Charmain (Teacher): .....

2. Secretary (Student): .....

3. Representation of class staff: .....

4. The situation of students attending class meetings

- Total: .....; - Present: .....; - Absent: .....

**II. Abstent Student List**

Number	Full name	Student code	Absent	
			Permit	Non-permit
1				
2				
...				

**III. Evaluation results**

1. Number of students who submit the evaluation form: .....

2. The number of students who do not submit the evaluation form will have Poor level;

(0 point): ..... .. ..., including students in this list:

Number	Full name	Student code	Note
1			
2			
...			

3. The number of students who did not attend the class meeting considered the training point (absenteeism) was lowered 1 training level.

Number	Full name	Student code	Level before lowering	Level after lowering (1 level)
1				
2				
..				

4. Summary results of the class:

Number	Level	Score	Amount	Percentage
1	Excellence	From 90 to 100 points		
2	Very good	From 80 to 90 points		
3	Good	From 65 to 80 points		
4	Average	From 50 to 65 points		
5	Weak	From 35 to 50 points		
7	Poor	Lower than 35 points		

5. Proposals and recommendations:

.....  
 .....

The meeting class finishes at .....

**Representation Class Staff**  
*(Sign, full name)*

**Secretary**  
*(Sign, full name)*

**Chairman**  
*(Sign, full name)*

**Note:**

- Students who submit evaluation forms but absent without permission will be lowered one level
- The homeroom teacher will submit this report to the School Office to save.

**EVALUATION FORM OF STUDENT’S ACTIVITIES**

**Semester** ..... **School year** ..... - .....

Full name: .....

Student code: .....; Class: .....

Number	Content	Max score	Mark of	
			Student	Class
<b>I. Learning attitude (From 0 to 20 points)</b>				
1	Full and punctual attendance	8		
2	No rule violation	4		
3	No retest until present time	3		
4	Overcoming disadvantages in learning	2		
5	Participation in one of the academic, scientific and foreign language club organized by the School / Institute /Youth Union	2		
6	Participation in scientific research competition or Olympic subjects	1		
<b>Total I:</b>				
<b>II. Attitude towards school rules and policies (From 0 to 25 points)</b>				
7	No rule violation of university, school and class	10		
8	No violation of guidelines, orientations and movements of activities launched by the Ministry of Education and Training, agencies of the Party and the State, legal and social political organizations	8		
9	Participation in propaganda activities, mobilizing people around to strictly implement rules, regulations and regulations on maintaining public hygiene, protecting environment of university.	7		
<b>Total II:</b>				
<b>III. Participating attitude in political, social and movement activities (From 0 to 20 points)</b>				
10	Full attendance in Class activities (Politics, society, culture, arts, sports)	10		
11	One of leaders in class’s activities	4		
12	Participation in Party awareness classes/ Party admission/ Party members have successfully completed mission /excellent members of Youth Union	3		
13	Certifications in movement activities	3		
<b>Total III:</b>				
<b>IV. Citizens attitude in community relationship (From 0 to 25 points)</b>				
14	No violation in the Party’s policy, the State's policies	10		

	and laws			
15	Spirit of helping friend in learning and life	7		
16	Participation in social activities towards the community	4		
17	Actively participation in the class's activities	4		
<b>Total IV:</b>				
<b>V. Attitude and result of participating in class and union officers (From 0 to 10 points)</b>				
18	Being a member of the Board organizing the general activities of class and group in the University	3		
19	Being a member of the Party Branch, the Party Personnel Committee, the Executive Committee of the Union, the Association completed the assigned tasks well	3		
20	Being a member of the Party branch, the Personnel Committee, the Executive Committee of the Union, the Association successfully completed the assigned tasks and was rewarded by the superior	2		
21	Certification from Province/City level upwards for achieving outstanding achievements in learning and movement activities	2		
<b>Total V:</b>				
<b>Final total = Total I+II+III+IV+V</b>				

**Final total by words:** .....

**Note:**

- Students who are disciplined with reprimand are classified level lower than “Good” level.
- Students who are disciplined warned are classified level lower than “Not good” level.
- Students who are in the process of being suspended are not evaluated.
- Students who do not submit evaluation forms are classified “Poor” level and achieve 0 point.
- Students who submit evaluation forms but absent at the evaluation meeting without permission of the class chairman will be lowered one level and get the lower score of the lower grade.

**STUDENT**

**REPRESENTATION  
CLASS STAFF**

**HOMEROOM TEACHER**

*(Sign, full name)*

*(Sign, full name)*

*(Sign, full name)*

**SAMPLE OF RECORD OF CLASS MEETING REPORT  
EVALUATION RESULTS OF STUDENTS' ACTIVITIES**

**Semester 20171 School year 2017 - 2018**

**Class: KTSH 1-K58**

Time: 10h                      Location: T building, Room 410

Content: evaluation results of students' activities

**I. Participants:**

1. Charmain (Teacher): Nguyen Thi Ngan Ha
2. Secretary (Student): Ngo Hoai Hien
3. Representation of class staff: Nguyen Dieu Huong
4. The situation of students attending class meetings  
- Total: 42 ; - Present: 42; - Absent: 0

**II. Abstent Student List**

Number	Full name	Student code	Absent	
			Permit	Non-permit
1				
2				
...				

**III. Evalution results**

3. Number of students who submit the evaluation form: 42
4. The number of students who do not submit the evaluation form will have Poor level; (0 point): 0, including students in this list:

Number	Full name	Student code	Note
1			

2			
...			

3. The number of students who did not attend the class meeting considered the training point (absenteeism) was lowered 1 training level.

Number	Full name	Student code	Level before lowering	Level after lowering (1 level)
1				
2				
..				

4. Summary results of the class:

Number	Level	Score	Amount	Percentage
1	Excellence	From 90 to 100 points	0	0%
2	Very good	From 80 to 90 points	29	69%
3	Good	From 65 to 80 points	15	31%
4	Average	From 50 to 65 points	0	
5	Weak	From 35 to 50 points	0	
7	Poor	Lower than 35 points	0	

5. Proposals and recommendations:

...No.....

.....

The meeting class finishes at .....

**Representation Class Staff**  
(Sign, full name)

**Secretary**  
(Sign, full name)

**Chairman**  
(Sign, full name)

**Nguyen Dieu Huong**

**Ngo Hoai Hien**

**Nguyen Thi Ngan Ha**

**Note:**

- Students who submit evaluation forms but absent without permission will be lowered one level
- The homeroom teacher will submit this report to the School Office to save.

**SAMPLE OF RECORD OF EVALUATION FORM OF STUDENT’S ACTIVITIES**

**Semester 20171 School year 2017. - 2018**

Full name: Nguyen Thi Chung

Student code: 20150428.; Class: KTSH 1 K58

Number	Content	Max score	Mark of	
			Student	Class
<b>VI. Learning attitude (From 0 to 20 points)</b>				
1	Full and punctual attendance	8	8	8
2	No rule violation	4	4	4
3	No retest until present time	3	3	3
4	Overcoming disadvantages in learning	2	2	2
5	Participation in one of the academic, scientific and foreign language club organized by the School / Institute /Youth Union	2	2	2
6	Participation in scientific research competition or Olympic subjects	1	1	1
<b>Total I:</b>			20	20
<b>VII. Attitude towards school rules and policies (From 0 to 25 points)</b>				
7	No rule violation of university, school and class	10	10	10
8	No violation of guidelines, orientations and movements of activities launched by the Ministry of Education and Training, agencies of the Party and the State, legal and social political organizations	8	8	8
9	Participation in propaganda activities, mobilizing people around to strictly implement rules, regulations and regulations on maintaining public hygiene, protecting environment of university.	7	7	7
<b>Total II:</b>			25	25
<b>VIII. Participating attitude in political, social and movement activities (From 0 to 20 points)</b>				
10	Full attendance in Class activities (Politics, society, culture, arts, sports)	10	10	10
11	One of leaders in class’s activities	4	4	4
12	Participation in Party awareness classes/ Party admission/ Party members have successfully completed mission /excellent members of Youth Union	3	0	0
13	Certifications in movement activities	3	0	0
<b>Total III:</b>			14	14
<b>IX. Citizens attitude in community relationship (From 0 to 25 points)</b>				
14	No violation in the Party’s policy, the State's policies	10	10	10

	and laws			
15	Spirit of helping friend in learning and life	7	7	7
16	Participation in social activities towards the community	4	4	4
17	Actively participation in the class's activities	4	4	4
<b>Total IV:</b>			25	25
<b>X. Attitude and result of participating in class and union officers (From 0 to 10 points)</b>				
18	Being a member of the Board organizing the general activities of class and group in the University	3	3	3
19	Being a member of the Party Branch, the Party Personnel Committee, the Executive Committee of the Union, the Association completed the assigned tasks well	3	0	0
20	Being a member of the Party branch, the Personnel Committee, the Executive Committee of the Union, the Association successfully completed the assigned tasks and was rewarded by the superior	2	0	0
21	Certification from Province/City level upwards for achieving outstanding achievements in learning and movement activities	2	0	0
<b>Total V:</b>			3	3
<b>Final total = Total I+II+III+IV+V</b>			87	87

**Final total by words: Eighty seven**

**Note:**

- Students who are disciplined with reprimand are classified level lower than “Good” level.
- Students who are disciplined warned are classified level lower than “Not good” level.
- Students who are in the process of being suspended are not evaluated.
- Students who do not submit evaluation forms are classified “Poor” level and achieve 0 point.
- Students who submit evaluation forms but absent at the evaluation meeting without permission of the class chairman will be lowered one level and get the lower score of the lower grade.

**STUDENT**

**REPRESENTATION  
CLASS STAFF**

**HOMEROOM TEACHER**

*(Sign, full name)*

*(Sign, full name)*

*(Sign, full name)*

**Nguyen THi Chung**

**Nguyen Dieu Huong**

**Nguyen Thi Ngan Ha**