My E-lesson
Module 11: My Shining Moment
Application Form Scoring Criteria

Please use 1 minute to score the application form of your classmate :

Applicant : _____

Scorer : _____

Add 10 points for each item	Deduct 2 points for each item
1. Pay attention to the title and fill in the information accurately	1. Bad handwriting
2. Use an appropriate pen to fill in the form	2. Typo
3. Fill in the English address correctly	3. Wrinkled / dirty form
4. Provide an appropriate email address	4. Modify the form with correction pen
5. Fill in the full name of subjects/positions	5. Wrong sequence of information
6. List skills and recognised qualifications relevant to the course/job	
7. List relevant experiences	
8. Fill in all blanks	
9. Provide a referee	Total:
10. Signature	

Other comments: