Report Management System for Teacher's Performance Appraisal

by

Farahah Aida bt. Bakri

Dissertation submitted in partial fulfillment of
The requirements for the
Bachelor of Technology (Hons)
(Information Technology)

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Universiti Teknologi PETRONAS
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CERTIFICATION OF APPROVAL

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Information Technology Programme
Universiti Teknologi PETRONAS
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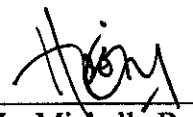
Approved by,



(Ms. Michelle Beh Hooi Ching)

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2. Employees -- Rating of
3. IT/IS -- Thesis

CERTIFICATION OF ORIGINALITY

This is to certify that I am responsible for the work submitted in this project, that the original work is my own except as specified in the references and acknowledgements, and that the original work contained herein have not been undertaken or done by unspecified sources or persons.

FARAHAH AIDA BINTI BAKRI

ABSTRACT

Performance appraisal is an important process for any organization. It is the key of success to an organization as it ensures high quality of employees. Therefore, in Malaysia, government sectors are obligated to perform an annual performance evaluation and assessment on the employees. Currently, the *Laporan Penilaian Prestasi Pegawai Kumpulan Perkhidmatan Sokongan (I)* form is used by *Pejabat Pendidikan Daerah (PPD)* and schools as a formal form for reporting the teacher's appraisal result. The form is a printed-paper that must be bought from *PPD* and it will be processed manually and filled in by the school's *Guru Penolong Kanan (GPK)* and Headmaster. The form will then be manually processed by the administrator at *PPD*. In this digital and Internet era, such manual system is old-fashioned and time-wasting. To enhance the manual system, a web-based 'Report Management System for Teacher's Performance Appraisal' is developed. This web-based system may help the GPK and Headmaster to reduce time used to buy the form and return it to *PPD*, and calculate the marks manually. The proposed system can also allow the users including the administrator at *PPD* to view the past year teacher's performance data much easier. They can perform this task anywhere at anytime. For ease of time planning and management, Rapid Application Development (RAD) has been chosen as the methodology for the system development. The programming language to be used for accessing database is PHP for its widely-available source of codes.

ACKNOWLEDGEMENT

First and foremost I would like to recite my greatest gratitude to the Most Merciful Allah for giving me the opportunity for completing this manuscript on time without much hassle or problem. With His observance, I managed to go through all the obstacles with patient and without it, I would have lost my confident and strengths.

In completing this report, there are some people who had been the backbone of the activities carried out in the completion of this text. I would have not been able to finish up without their assistance, encouragement, and support either in terms of material, or spiritual. With this I would like to put some credits to them who have helped me through the whole period. They are as listed below:

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6. **Friends** who have shared their ideas and opinion and have always been there for me during the good and bad times.

ABBREVIATIONS & NOMENCLATURES

DBMS	-	Database Management System
GPK	-	Guru Penolong Kanan
GUI	-	Graphical User Interface
HTML	-	HyperText Markup Language
PPD	-	Pejabat Pendidikan Daerah
PPK	-	Pegawai Penilai Kedua
PPP	-	Pegawai Penilai Pertama
RAD	-	Rapid Application Development
TESA	-	Teacher Evaluation Software Assistant

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CHAPTER 1

INTRODUCTION

1.1 BACKGROUND OF STUDY

Performance of teachers must be assessed and evaluated. This is to ensure that the teaching quality is equivalent with what is expected from them. Ministry of Education of Malaysia has prepared a guideline for the appraising process. The outcome of the process must be reported in a form prepared by the government. At the moment, the process of reporting the evaluation is not automated, chaotic and consumes a lot of time. The procedure must be revised and enhanced so that the problems arise can be reduced to its maximum cause.

1.2 PROBLEM STATEMENT

1.2.1 Problem Identification

Information Technology is rapidly growing in our country. However, the technology is not fully applied in some government sectors like *Pejabat Pendidikan Daerah (PPD)*.

To keep up with teacher's performance, *PPD* requires the schools under their administration to do appraisal on the teachers. The appraisal form contains a list of information of teacher's activities, contributions and training the teacher attended and a few skills such as the ability to identify and solve problems, knowledge and personal qualities criteria. Marks will be given to each criteria and it involves some

calculation. The form is a printed-paper form and the calculation is done manually instead of an online system that can calculate figures automatically. Surprisingly, the appraisal form must be bought from *PPD* every time the appraisal needs be done; one form for every teacher and the appraisal needs to be done every year. The forms must be filled by the *Guru Penolong Kanan (GPK)* and Headmaster. After the forms are filled, the schools will return them to *PPD* for processing.

At *PPD*, an officer will decide the grades and the percentage of salary increment. To make the decision, past performance of teachers will be reviewed. This process consumes a lot of time.

1.2.2 Summary of problem statement

- The officers from schools must buy the appraisal forms from *Pejabat Pendidikan Daerah (PPD)* and return the completed forms to *PPD*. This process consumes and wastes a lot of time.
- *Pegawai Penilai Pertama (PPP)* or the school's *Guru Penolong Kanan (GPK)* and *Pegawai Penilai Kedua (PPK)* or the school's Headmaster must do the calculations manually. The forms require a lot of marks calculation.
- The overall process, in PPD and school, before and after the forms are filled, takes a lot of time and work and is prone to misreporting the appraisal results.

1.2.3 Significant of the Project

The significance of the project is to apply the technology to convert the paper-based and offline system to online and automated system. It will benefit the users who will be the *GPK*, Headmasters and *PPD* officers by making their works simpler and faster without much cost. This project may eliminate the time for the schools *GPK* or Headmaster to go to *PPD* to buy the forms and the time to store the records in database after the filled forms were sent to *PPD*. The new system will also do the calculation of figures automatically and will help the *GPK*s or Headmasters to provide more accurate marks faster. Another benefit of the project is that the system will be developed with a decision support function. The system will help the *GPK*

and Headmaster in deciding the salary increment title by notifying them if the teacher has received the '*melintang*' title. This online system will help to improve the method of communication between schools and *PPD* as a whole.

1.3 OBJECTIVES

The objective of the 'Report Management System for Teacher's Performance Appraisal' is to make use of the technology in order to make simpler the process of teacher's evaluation and assessment reporting system. The *GPK* or Headmaster would no longer have to visit the *PPD* to buy and return the forms but they can stay at the office and fill in the forms without going out of the school. They can also save their time on doing the marks calculation. The system will automatically calculate the marks when the allocated fields are filled in. The success of the project will result in saving the time and cost that used to be allocated for the process by improving the communication method between *PPD* and schools.

1.3.1 Summary of objectives

- To make the process of performance appraisal easier by enabling the forms and past year data accessible from anywhere at anytime.
- To save time and cost for performance appraisal by eliminating a few tasks such as go to PPD to collect and return the forms and tedious calculation tasks.
- To turn the paper-based system into an online system as the government encourages government sectors especially to adopt and be more updated with the ICT technology.
-

1.4 SCOPE OF STUDY

The project focuses on the best way of managing teacher's evaluation report. Currently, the procedure of preparing the report is chaotic whereby the schools personnel or administrator have to visit *PPD* to buy the forms and revisit *PPD* to

hand in the completed forms. In between the process, the school Headmaster and *GPK* have to fill in the forms and calculate the marks manually. After the forms are sent to *PPD*, the officer in *PPD* needs to go through all the forms from every school in the district to decide the grade and salary increment of the teachers. The project is meant to analyze the procedure from the buying of the forms until the process of decision-making of grading and salary increment. Logical algorithm will be used to support the decision-making function. Scope of study includes the languages to be used and the best way to manipulate database to come out with the proper presentation of the final product.

CHAPTER 2

LITERATURE REVIEW

Online system can be defined as a program that can be accessed from anywhere using an Internet browser as long as there is a connection to the Internet. It does not necessarily have to be a program that must be installed in the workstation but in another computer which is called a server. The biggest advantage an online system offers is the mobility. Mobility of a program enables it to be accessed from any connected computer. User does not have to worry on the updates of the program because there is no need for reinstallation of the program at the very workstation. Any changes to the program can be made once at the server only. [1] As for this system, the Headmasters and *GPKs (Guru Penolong Kanan)* will enjoy the convenience of the system accessibility. They would no longer have to go to *Pejabat Pendidikan Daerah (PPD)* to buy and return the forms and the time spent for the process would be reduced.

Students nowadays are expected to have high learning standards and teachers who are responsible to educate students are also expected to have high standards of professional practice. In order to guarantee that the teacher's standard of teaching meets the expectation, teacher's performance must be evaluated. Observation from school administrator such as Headmaster on teachers is among the steps of evaluation process. A guideline is useful so that the standards of competency can be monitored. *"By its nature, evaluation is a judgment of performance according to the division's standard. The judgment is made on the basis of evidence collected and the dialogue that accompanies this evidence."* [2]

The purposes of competency evaluation are:

- to evaluate the competency level of the performance as to determine the raise of salary
- to expose the school administrator such as *GPK* and Headmaster to the knowledge, skills and other personal qualities so that they can guide the teachers.

Among competencies evaluated are the ability to plan and manage time, communicate and ability to lead. [3]

It is stated in the list of the school Headmaster's responsibilities that the Headmaster must observe, supervise and evaluate the teachers under administration. It is a part of analyzing the teaching and learning process of the school. The Headmaster can monitor the activities in school, guide the teacher to improve the quality of teaching to result in excellent students. At the end of the year, the result from the observation will be reported to the *PPD*. [4]

Besides, performance appraisal is also used in administering salaries and wages. Since it is linked with teacher's productivity, it is always closely linked with rewards, as well. [5] For example, the salary increment title given to the teachers depends on the evaluation and appraisal. The salary increment title will determine the rewards the teachers are entitled which includes salary increment and annual bonus. *"Performance appraisals are the key to success"*. [6]

"The greatest benefit of an electronic document management system is enhanced productivity. According to a recent Ernst & Young study, deploying electronic document management not only provides a fail-safe backup system, but also doubles or triples processing capacity while halving the time needed to assemble information." [7] Technology allows human being to simplify tasks and reduces time spent to complete a single task. For an online system, user does not need to do all the calculations because this task can be done at the server side. A machine which is a

server, can be allocated to do the database functions, such as storing and manipulating data. [8]

Without being preconfigured, the machine will not be capable of receiving or posting the user requests. It will be a machine with basic capabilities. To make it be able to responds to client requests, the machine must be equipped with specialized software which is called a web server. Apache Web Server is an example of web server and it is a freeware. Currently, Apache Web Server is the most popular Web server because it s usage is not limited to only one or two platforms, but many platforms compared to other Web server. [9]

Database Management System (DBMS) is suitable for this project because it offers many advantages when Web and DBMS are integrated together. Major advantage of DBMS with Web application is the synchronization of information between database and the HyperText Markup Language (HTML). Moreover, the data access problem can be eliminated with the help of good Graphical User Interface (GUI). As long as a computer has a Web browser, the database can be accessed from anywhere in the world. It is because Web browser supports cross-platform which means that most type of computer can access the database. [10]

MySQL is an example of DBMS system. MySQL converts a computer into a DBMS server. It offers many advantages including multithreading capabilities, multi-platform and Multilanguage supports and most importantly, the ability to handle large databases. To make it sounds more interesting, MySQL is an open source software which means it can be easily obtained and customized to fulfill user requirements. [11]

CHAPTER 3

METHODOLOGY

3.1 PROCEDURE IDENTIFICATION

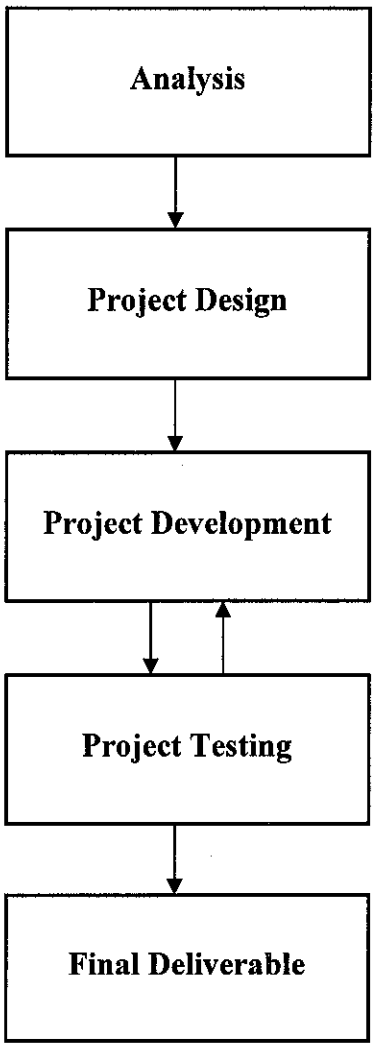


Figure 3.1 : Methodology for 'Report Management System for Teacher's Performance Appraisal'

Methodology is the procedure of stages of developing the system, 'Report Management System for Teacher's Performance Appraisal'. Before a project is executed, among the first activity that must be done is to identify the methodology. It will be easier and the project will be more manageable if the project is planned using the methodology. As for this project, the Rapid Application Development (RAD) methodology will be used throughout the development period. Figure 1 illustrates the methodology used for this project. This technique is chosen because it reduces the time of development the system. The acceleration of the system development process is achieved by requiring the developer to be more focused and actively involved in system analysis, design and development stages.

3.2 METHOD

3.2.1 Stage 1 : Analysis

Analysis stage involves the activity of gathering information. The information gathered includes the problems and ways to improve the existing system and the flow of appraisal procedure. The purpose of doing the analysis or information gathering is to obtain as much information as possible to be able to understand better about the existing system and the system to be developed. Among methods used to gather information are by interviewing teachers and conducting research on the sources available on the Internet. Another important issue at this point of stage is to identify suitable tools to be used to develop the system and the database.

3.2.2 Stage 2 : Project Design

The designing of user interface will be done at this stage. All the information gathered will be manipulated to come out with the appropriate design of database, interface and output of the system. At this stage, the user requirements as well as the requirement definitions are very important. It is to ensure that the system will be developed according to its requirements and equipped with the suitable and desired

outcome. To fulfill the requirements, the forms and other information gathered will be the guide for designing the database, interface and planned output.

3.2.3 Stage 3 : Project Development

The design of the new system will be constructed into the real interface with the real database at this stage. The functions and logics will be coded, the database will be created and both will be integrated into user interfaces. There will be two interfaces; one for the schools and the other is for the *PPD* but both will be interconnected and uses the same database. It will be a web-based system. The interfaces are developed using Macromedia Dreamweaver and to support the large database, MySQL is used.

3.2.4 Stage 4 : Project Testing

The system will not need to be fully developed to be tested but the project testing can be carried out even before the construction of the system is completed. Project development stage and project testing will run concurrently after the development of the system is started. This is to ensure that every functionality meets the expectation.

3.2.5 Stage 5 : Final Deliverable

The final stage of the system development is to document every task, activity and description of the final product into a report. The final product will be presented to the examiners, the dissertation must be submitted to the supervisor, and marks will be given for the efforts.

3.3 Tools

The selection of tools depends on the type of project to be executed and it will affect the presentation of the final product and the documentation. Hence, some considerations have been made before deciding the tools to be used in order to develop a working system. The tools are divided into three categories.

1) Development and Construction Hardware

- System :
  Microsoft Windows XP
  Home Edition
  Version 2002

- Computer :
  Mobile Intel® Pentium® 4 CPU 2.00 GHz
  1.99 GHz
  224 MB of RAM

2) Managerial / Documentation Purpose Tools

- Microsoft Words
  - This application is used in the preparation of documents such as weekly reports, preliminary report and dissertation.
- Internet Explorer
  - This application is used to search for related documents and information that are available on the Internet.

3) Module Development and Construction Tools

- Macromedia Dreamweaver
  - This software is used to build the interface of the web pages. It can integrate PHP and SQL languages.

- MySQL
  - This tool is a relational database management system that uses SQL language to process and manipulate data. MySQL is used for this project because it supports large database.
- PHP
  - PHP is an open source server-side scripting language for creating web pages. PHP is used because it supports a large number of databases , particularly MySQL.

CHAPTER 4

RESULTS AND DISCUSSION

4.1 INTRODUCTION

The results and discussion of this work are mostly based on the interviews that have been conducted. Five respondents were interviewed; Headmaster, *Guru Penolong Kanan (GPK)* and teachers. The questions were mostly on their opinion about the current system and the flow of the whole process. The interviews were conducted with the school personnel because they are involved in the most part of the process including filling in the *Laporan Penilaian Prestasi Pegawai Kumpulan Perkhidmatan Sokongan (1)* form.

4.2 FINDINGS

4.2.1 Current System Process Flow

The process begins with observations. Since the appraisal is done once a year, the Headmaster and *Guru Penolong Kanan (GPK)* have one year to observe the performance of the teachers in the school. Usually, the appraisal is carried out in October. The observation may start from the beginning of the school year which is January and ended in the month of the appraisal itself. The school Headmaster is the *Pegawai Penilai Kedua (PPK)* and the *Guru Penolong Kanan (GPK)* is the *Pegawai Penilai Pertama (PPP).* During the observation and evaluation period, the teachers are evaluated based on their quantity, quality and effectiveness of work, time punctuality, knowledge and skill in the related field, communication and discipline.

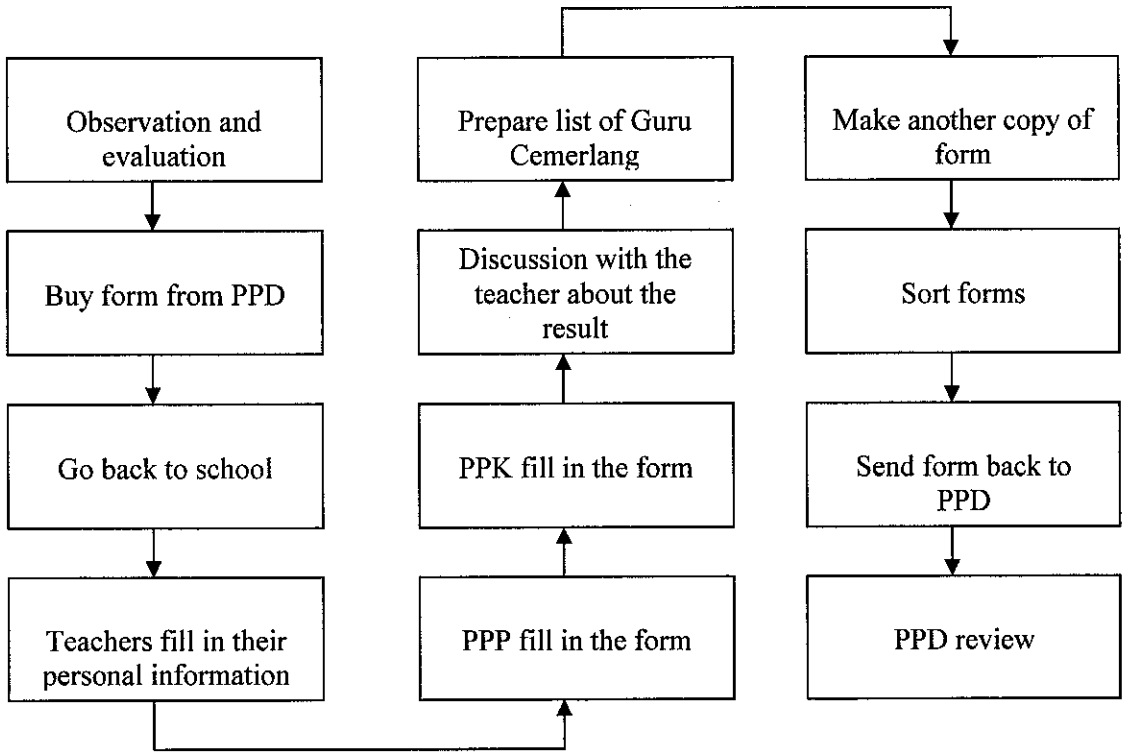


Figure 4.1 : Current system process flow

The observation and evaluation result must be reported in a special form. The form is called *Laporan Penilaian Prestasi Pegawai Kumpulan Perkhidmatan Sokongan (1)* which must be bought from *Pejabat Pendidikan Daerah (PPD).* The forms must be brought to school and the teachers must fill in their personal information such as name, position, grade and activities that they have conducted.

The teachers must return the forms to the *GPK* as the *PPP* to fill in the forms. And then, *PPK* will need to fill in the forms. A part of the form which is the *Bahagian IX* that must be filled in by the *PPK* in which must be based on the comments from the *PPP*. After the form is completed, both the *PPP* and *PPK* will need to discuss with the teachers about their results whether they agree or object the marks given.

Then, based on the results, a list of *Guru Cemerlang* will be prepared. *Guru Cemerlang* or Excellent Performance Teacher is based on the salary increment title

given. There are two titles of salary increment; *melintang* or *menegak*. The title will determine the teacher's salary increment. Teachers with *melintang* title will also receive a month bonus and other rewards while teachers with *menegak* will only receive a half-of-a-month bonus. However, a teacher can be rewarded with the *melintang* title only once. Teachers who have received the *melintang* title are not eligible for the title anymore. In a school, only three teachers can receive the title in a year.

The school must make two copies of the forms. One copy is for the school to keep and the other is for the *PPD*. Before the forms are sent to *PPD*, the forms are sorted. The forms with an average result below than 90% will not be sent to *PPD*.

At *PPD*, the forms and list are reviewed and next actions will be taken such as salary increment and annual bonus.

4.2.2 Users Feedback

Below are some of the questions asked during the interviews :

1) Is it difficult to fill in the form?
2) How long does it take to fill in a form?
3) What are the steps involved in the appraisal process?
4) If there was an online appraisal system, what is the expectation?
5) Can the online system replace the current system?

From the interviews conducted, two of the interviewees did not agree with the idea of converting the current manual system into an online system. They are satisfied with the current system and comfortable with it despite of having to go and return to *PPD* to buy and return the forms. After explaining the whole new system, they still cannot visualize the whole process of it. For them, the change would cause them more trouble and they are reluctant to change. While the two of the interviewees did not agree, the other three respondents were not sure how the new system will be

beneficial to them. They too were having the problem of visualizing the whole process of the new system. They did not even have any expectation of the new system.

One of the interviewees expressed his concern about the security of information. The interviewee had doubt on how the system would secure the information as the performance appraisal report is private and confidential. When the authentication process of the system was explained, the interviewee disagreed with the process. The interviewee thought that it is impossible to provide an ID and password for each *PPP* and *PPK*. Some of the interviewees even expressed their fear of their machine getting infected with virus because of the online system. To their belief, a system which is connected to Internet is not secured and will cause the machine to corrupt.

From the feedback, a conclusion can be made; they were thinking that way because they were lack of computer knowledge and they were reluctant to change because they were afraid to overcome their illiteracy on that area of knowledge.

4.3 DISCUSSIONS

4.3.1 Teacher's Performance System in Other Countries

Despite the negative responses from the interviewees, research has shown that teacher's performance appraisal should evolve along with the rapidly evolving technology era. Other countries such Canada and some states in United States of America have already implemented online appraisal system for teachers. This shows that there is a need for converting the traditional to modern way of reporting appraisal. There even some firms that offer the services for managing the online appraisal system such as EduSolve, Teacher Evaluation Software Assistant (TESA) and Principal's Toolkit, a product of Catholic Principal's Council of Ontario. Every developer has agreed that the online system can extend the simplicity of appraisal

process and at the same time provides accuracy and reduces the cost and time allocated for the process.

4.3.2 Work Simplification

In any industry, 90% of business information is still paper-based. From this amount, 15% to 20% is misplaced and 30% of the workdays are spent looking for the documents whereas digitally stored documents can help by simplifying much of the work. Most importantly, tasks of searching and retrieving the information are made easy and it even allows the information to be integrated with other application and documents. [7] This will help to enhance the productivity of both administrator and evaluators.

4.3.3 Security

In term of security, there is no doubt that an online system could be a threat to the school and *PPD* network. But, this problem can be eradicated with security system. The administrators from both sides must take actions to stop the viruses, worm and other kind of threats from attacking the network. Furthermore, the administrators should take precautions to prevent the network from being intruded by hacker activities.

4.3.4 Authentication

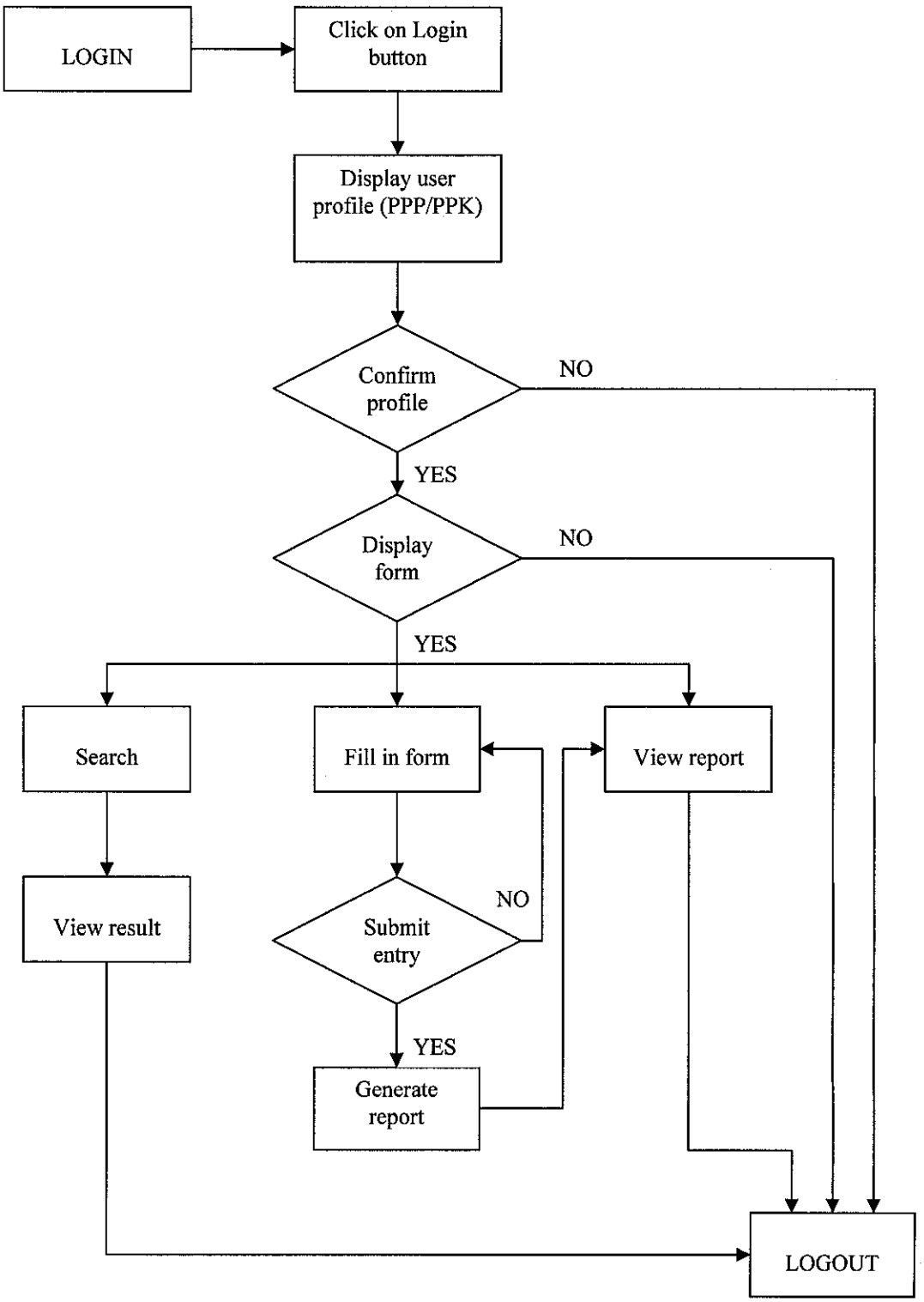
An online system can be secured from unauthorized access by equipping the system with authentication feature. Usually, such online system obligates the users to create own user ID and each ID must have own password. This method is very common for online system available in the Internet.

4.3.5 Cost

Every *PPD* has its own website and this surely prove that they do not have to worry about implementing the online appraisal system. The online teacher performance appraisal only needs the loading in the server and they already have IT support unit to maintain the existing IT facilities and the appraisal system itself, in the future.

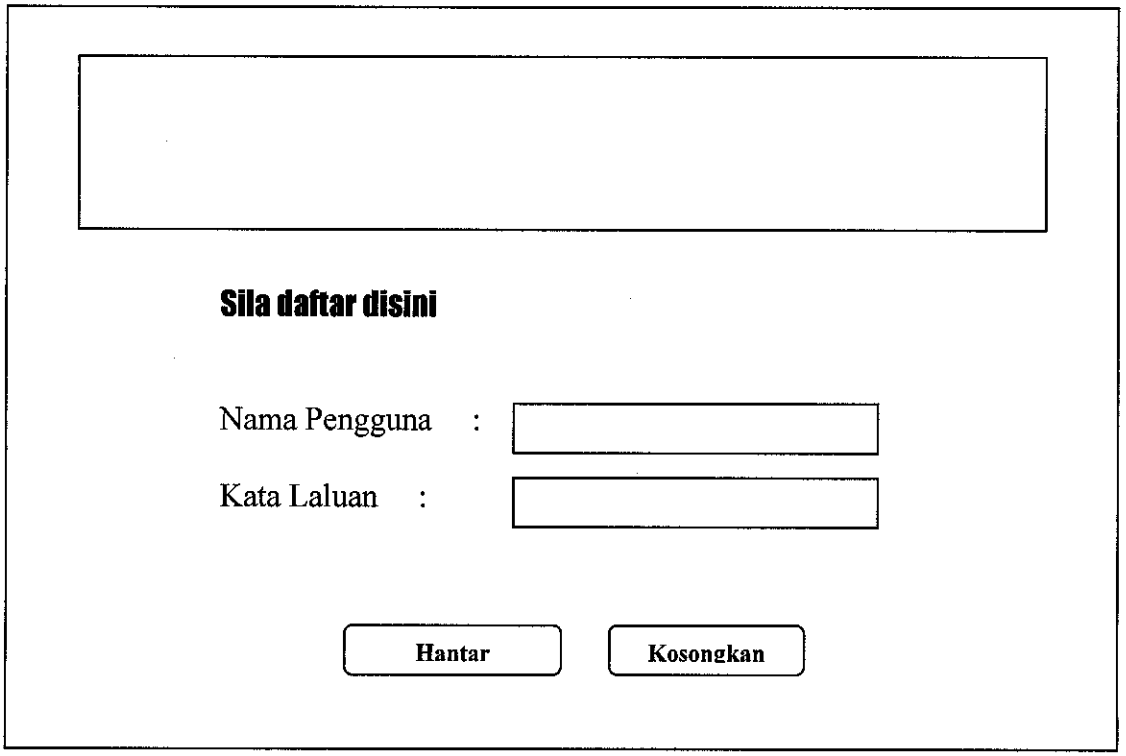
Both *PPD* administrator and school administrator will benefit from the system. The school administrator would not have to go to *PPD* to buy and return the forms. Much time can be saved.

4.4 PROCESS FLOW



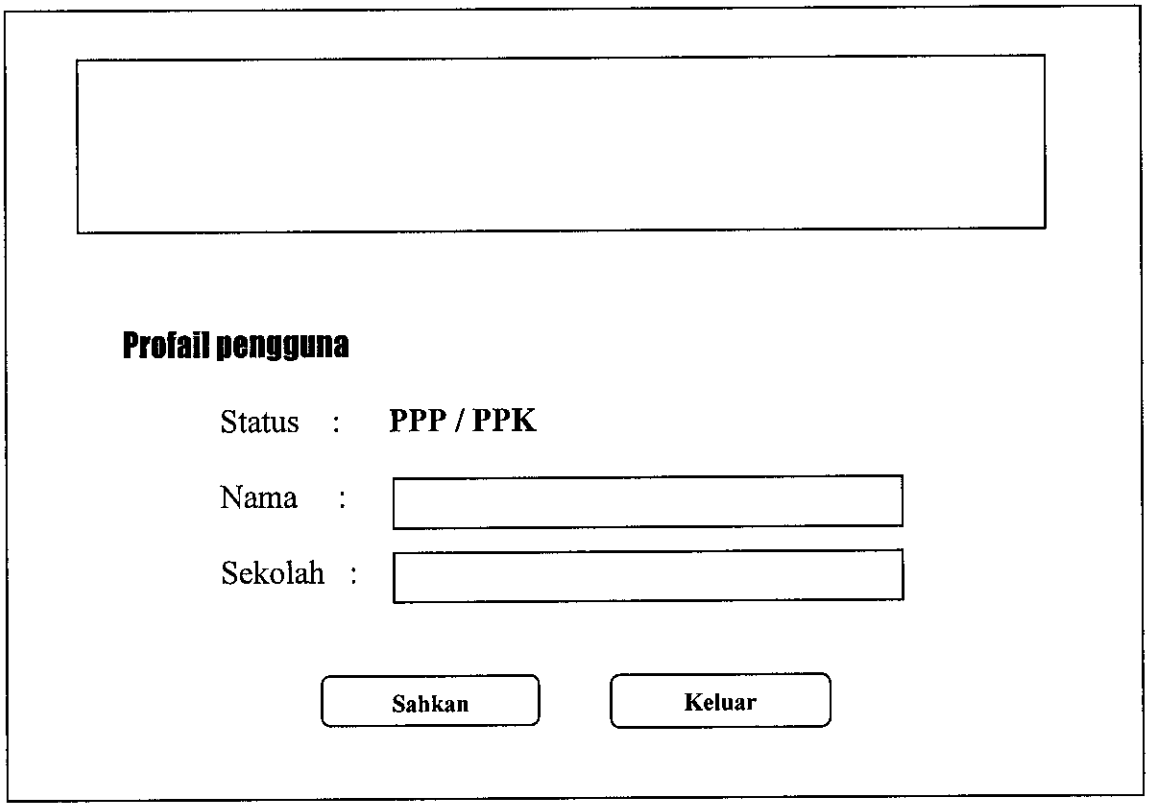
4.5 STORYBOARD

4.5.1 Login page



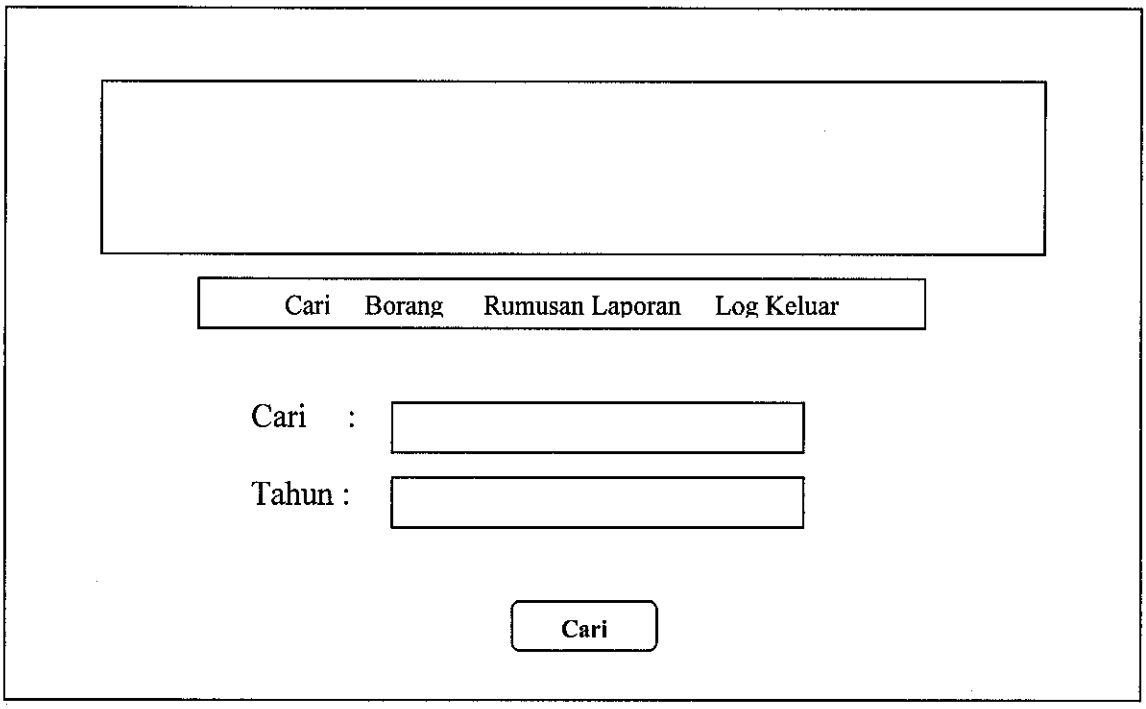
This is the login page. Users who are the *PPP*, *PPK* and administrators at the *PPD* will need to enter their User ID and password to access the form and data.

4.5.2 Profile page for *Pegawai Penilai Pertama (PPP)* and *Pegawai Penilai Kedua (PPK)*



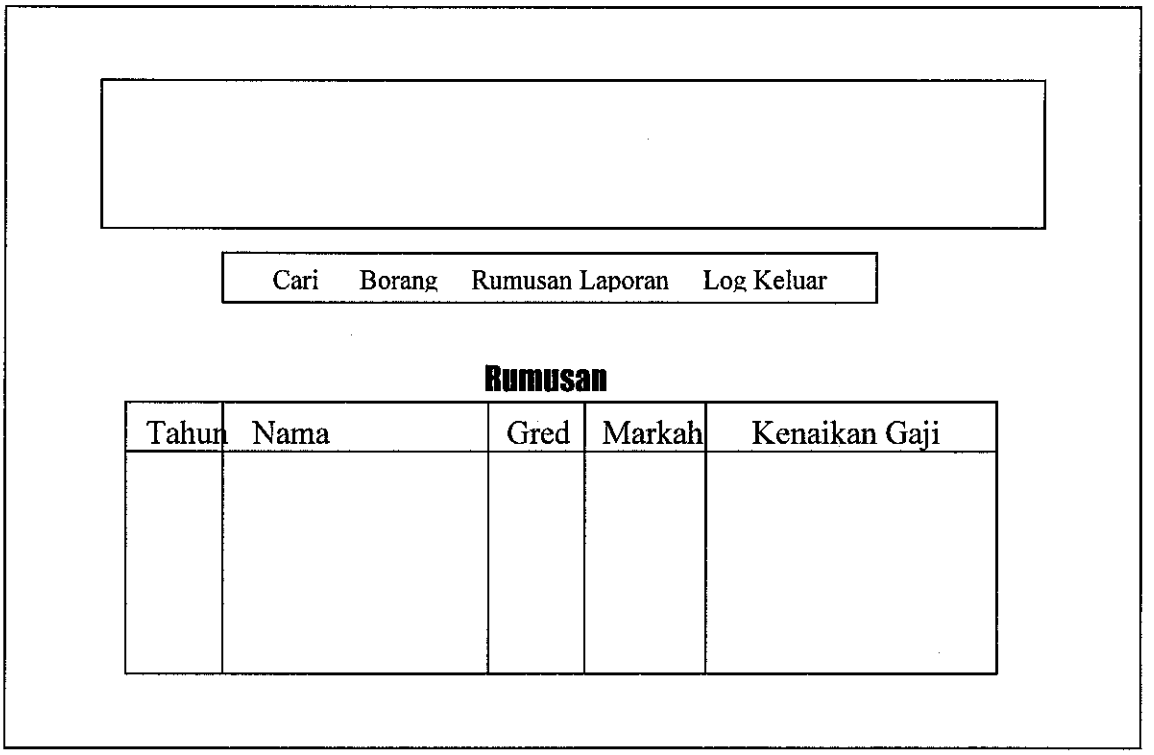
After the user logged in, the system will display the user's profile whether the user is *Pegawai Penilai Pertama (PPP)* or *Pegawai Penilai Kedua (PPK)*. Name and the school where the user is from will be displayed as well. The user will need to confirm the information. If the information displayed is correct, the user will need to click the '*Sahkan*' button to access the data and form. But, if the information is incorrect, the user will need to click on the '*Keluar*' button and clarify with administrator at the *PPD*.

4.5.3 Search page



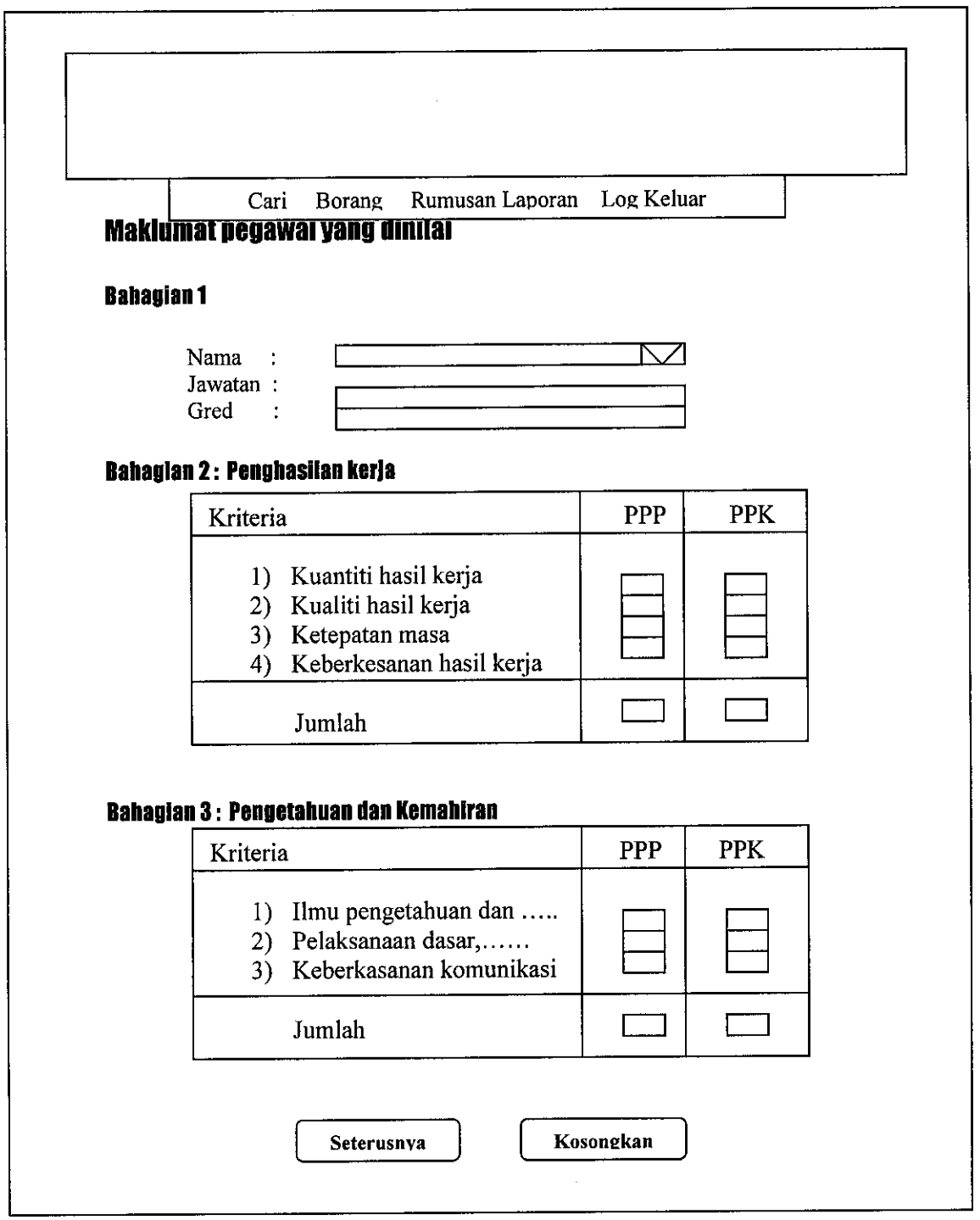
This is the search page for Administrator, *PPP* and *PPK*. For *PPP* and *PPK*, the search must be based on the year, teacher name, grade and salary increment title. Users must enter the year in the '*Tahun*' field while teacher name, grade and salary increment title in the '*Cari*' field.

4.5.4 Search result page



This is the search result page. It will display the result for search done.

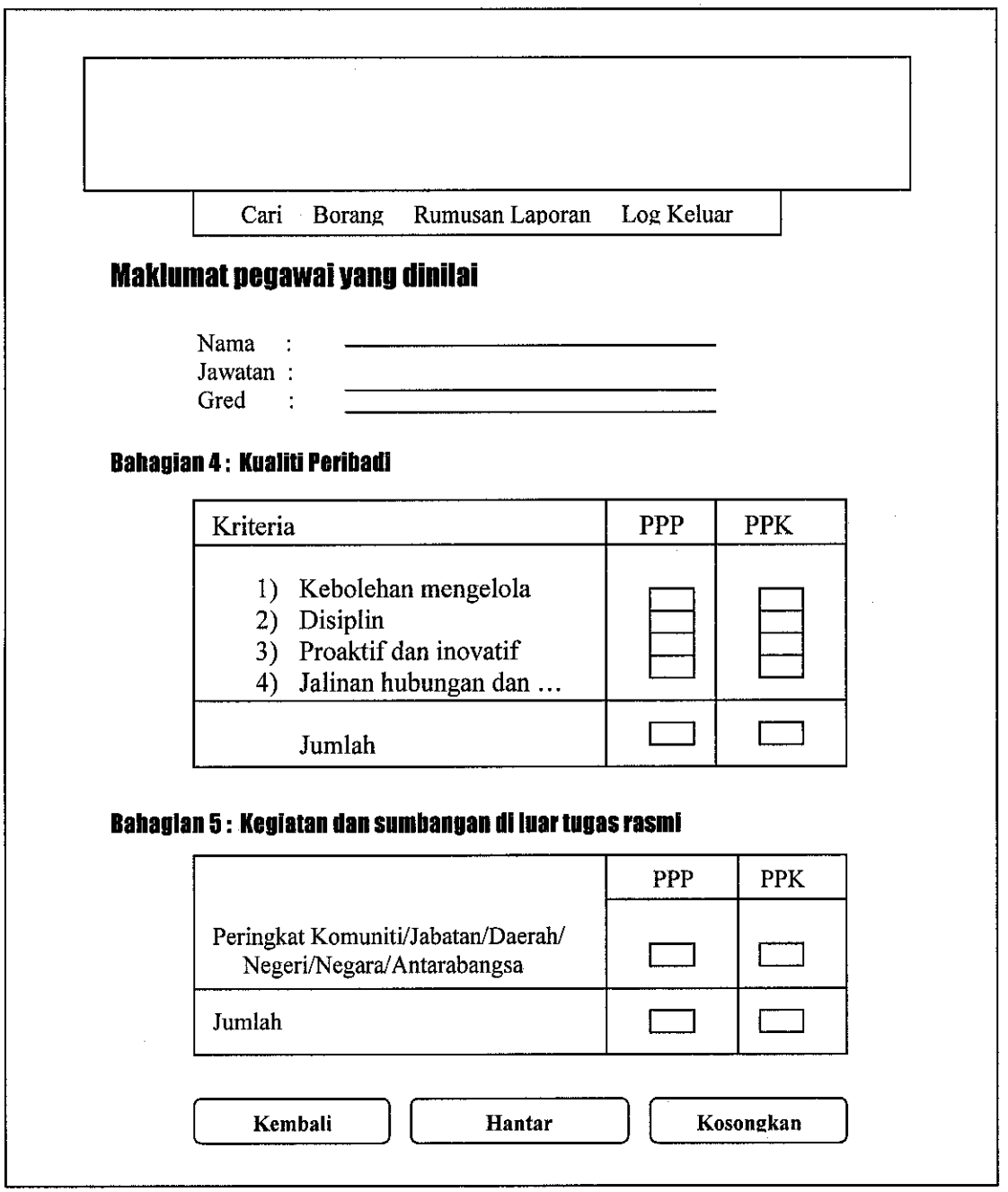
4.5.5 Appraisal Form page 1



**explanation is shown next page*

1) In this form, the *PPP* or *PPK* will need to select the teacher whom to be evaluated from the drop-down list. The list of teacher's name in the drop-down list will be displayed according to the school name.
2) If the user is *PPP*, the text boxes for *PPK* will be disabled to avoid the user from filling in the wrong text boxes.
3) The total will be calculated automatically by the system and will be displayed in the '*Jumlah*' boxes.
4) User will then need to click on the '*Seterusnya*' button to go to the next part of the form. The '*Kosongkan*' button is used to clear the form.

4.5.6 Appraisal Form page 2



Cari Borang Rumusan Laporan Log Keluar

Maklumat pegawai yang dinilai

Nama :
Jawatan :
Gred :

Bahagian 4 : Kualiti Peribadi

Kriteria	PPP	PPK
1) Kebolehan mengelola 2) Disiplin 3) Proaktif dan inovatif 4) Jalinan hubungan dan ...		
Jumlah		

Bahagian 5 : Kegiatan dan sumbangan di luar tugas rasmi

	PPP	PPK
Peringkat Komuniti/Jabatan/Daerah/ Negeri/Negara/Antarabangsa		
Jumlah		

Kembali Hantar Kosongkan

**explanation is shown next page*

1) The user will not have to select the information of the teacher whom to be evaluated in this form. The information will be passed from the previous page.
2) If the user is *PPP*, the text boxes for *PPK* will be disabled to avoid the user from filling in the wrong text boxes.
3) The total will be calculated automatically by the system and will be displayed in the '*Jumlah*' boxes.
4) User will then need to click on the '*Seterusnya*' button to go to the next part of the form. The '*Kosongkan*' button is to clear the form. To go back to the previous page, the user will need to click on the '*Kembali*' button.

4.5.7 Appraisal Form page 3

Cari Borang Rumusan Laporan Log Keluar

Maklumat pegawai yang dinilai

Nama :
Jawatan :
Gred :

Bahagian 5 : Jumlah markah keseluruhan

	PPP	PPK	Purata
Markah keseluruhan	☐	☐	☐

(warning message will be displayed here if Purata is less than 80%)

Bahagian 6 : Ulasan keseluruhan dan pengesahan (PPP)

Tempoh PYD bertugas di bawah penilaian : ☐ tahun ☐ bulan

Prestasi keseluruhan

Kemajuan kerjaya

Bahagian 6 : Ulasan keseluruhan dan pengesahan (PPK)

Tempoh PYD bertugas di bawah penilaian : ☐ tahun ☐ bulan

Ulasan

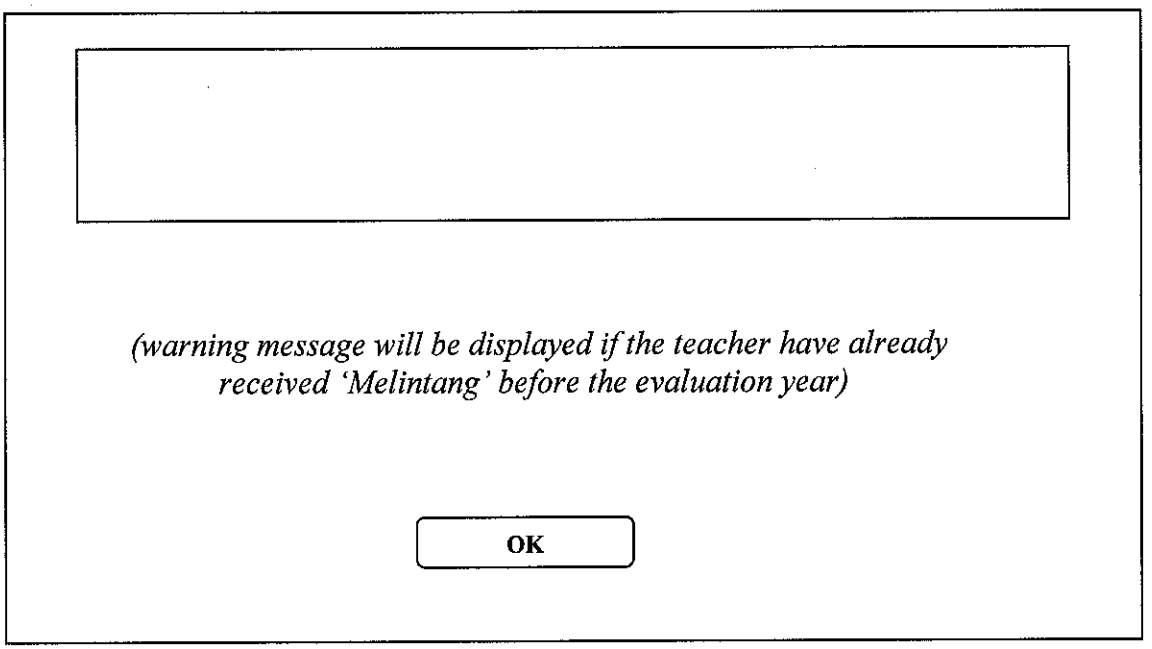
Kenaikan gaji : o Melintang o Menegak

Kembali **Hantar** **Kosongkan**

**explanation is shown next page*

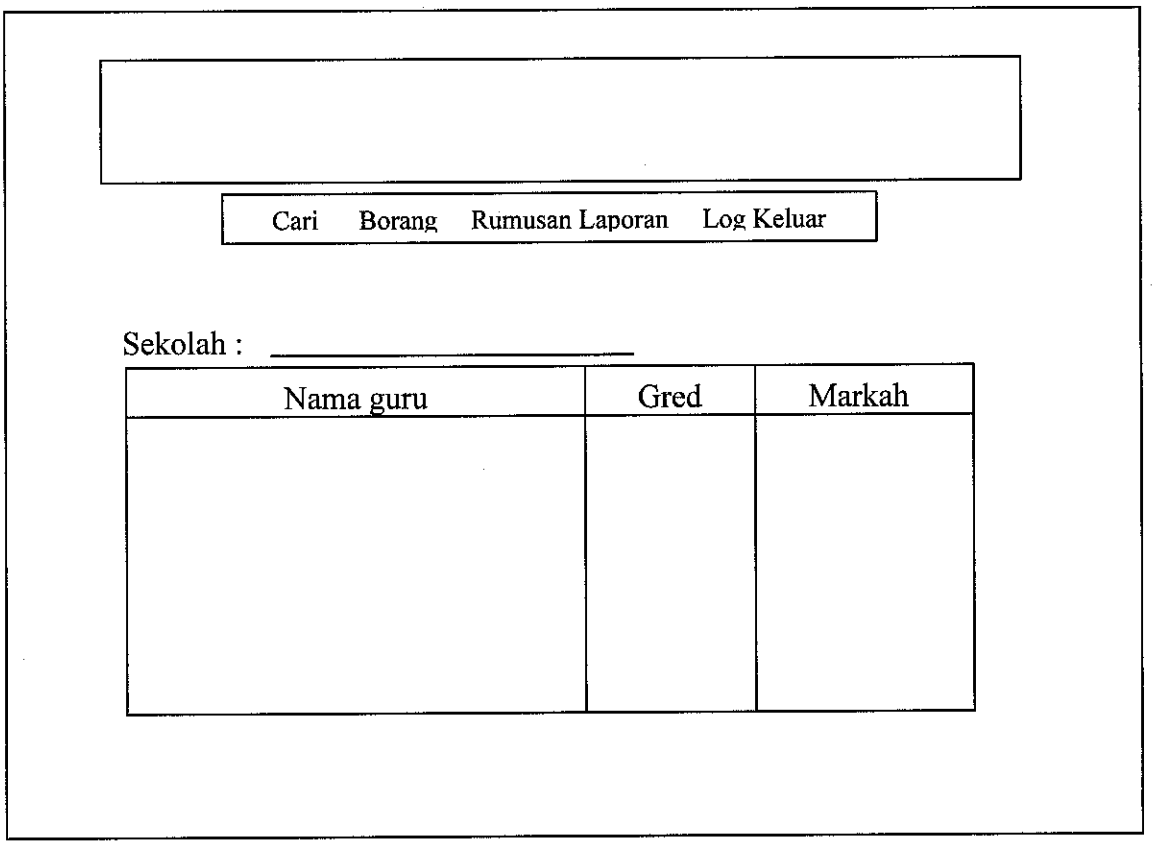
1) The user will not have to select the information of the teacher whom to be evaluated in this form. The information will be carried from the previous page.
2) If the user is *PPP*, the text boxes for *PPK* will be disabled to avoid the user from filling in the wrong text boxes.
3) The total from Appraisal Form page 1 and Appraisal Form page 2 will be calculated automatically by the system and will be displayed in the '*Jumlah*' boxes. The average of the totals will be calculated and displayed in the '*Purata*' box.
4) A warning message will be displayed if the marks calculated are below than 80%.
5) The user will need to click on the '*Hantar*' button to submit the form. The '*Kosongkan*' button is used to clear the form. To go back to the previous page, the user will need to click on the '*Kembali*' button.

4.5.8 Validation page



This page will be displayed if the evaluated teacher has already received the '*Melintang*' title for salary increment in the past years. The user will need to click '*OK*' button to change the salary increment title.

4.5.9 Summary page



This page will be displayed after the forms are completed. It will display the summary of the reported evaluation for the school.

CHAPTER 5

CONCLUSION AND RECOMMENDATION

5.1 CONCLUSION

Currently, the performance appraisal process is done manually. *GPK* and Headmaster must fill in the *Laporan Penilaian Prestasi Pegawai Kumpulan Perkhidmatan Sokongan (I)* form and calculate the marks manually. A lot of time is spent on unnecessary jobs such as visiting the *PPD* to buy and return the forms. Therefore, the 'Report Management System for Teacher's Performance Appraisal' is developed as the enhancement of the existing manual system. 'Report Management System for Teacher's Performance Appraisal' is a web-based system. It can be accessed from anywhere at anytime and it reduces time of overall process of storing and processing data. The *GPK* and Headmaster would no longer have to calculate the marks manually and may miscalculate the figures which will lead to misreporting the results. It can also allow the administrators at *PPD* to view the past year teacher's performance data much easier. Hence, the system will make the process of performance appraisal more convenient than the existing process.

The methodology selection plays an important role in making sure that the project is on track. It helps by making the project more manageable. Besides selection of methodology, selection of the right tools is very important so that the deliverable can be well-presented. In conclusion, with the right and proper interpretation of the system requirements, selection of methodology and tools, this project will be a success.

5.2 RECOMMENDATION

Further enhancements that can be made to the system are as follows:

1. **Post-test the system by real users**

   To ensure that the system developed meets the standard and achieve the objectives, the system can be tested by the users such as the *PPP*, *PPK* and administrators at the *PPD*.

2. **Integration of the current database with other database**

   The system's database can be integrated with other data such as teacher, school, and salary data so that the administrators at the *PPD* would not have to input the data for the information needed such as teacher's and school's information.

3. **Develop the salary increment decision making function**

   It will be easier for the administrators at *PPD* if there is a function that can help the administrator to decide the amount of increased salary based on the salary increment titles, *menegak* or *melintang*.

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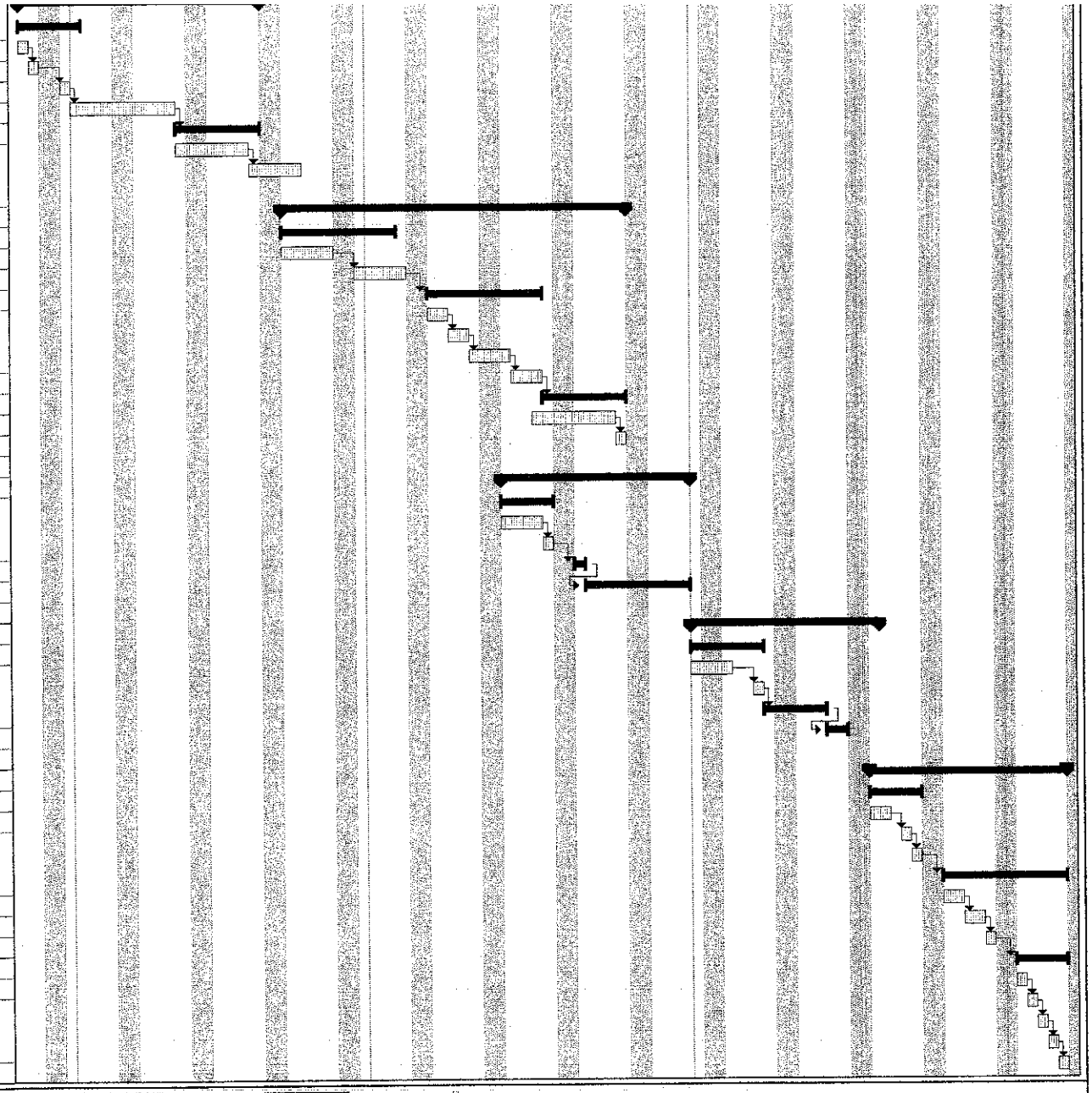
APPENDICES

Appendix I :	Gantt Chart
Appendix II :	Sample of Laporan Penilaian Prestasi Pegawai Kumpulan Perkhidmatan Sokongan (1)
Appendix III :	Screen Shots of User Interface

Appendix I :

Gantt Chart

1	**ANALYSIS**	17 days	Thu 1/27/05	Fri 2/18/05	
2	**1.1 Preliminary Study**	4 days	Thu 1/27/05	Tue 2/1/05	
3	1.1.1 Define the Problem Statement	1 day	Thu 1/27/05	Thu 1/27/05	
4	1.1.2 Identify the objectives of the project	1 day	Fri 1/28/05	Fri 1/28/05	3
5	1.1.3 Determine the scope of study	1 day	Mon 1/31/05	Mon 1/31/05	4
6	1.1.4 Research	8 days	Tue 2/1/05	Thu 2/10/05	5
7	**1.2 Preliminary Report**	6 days	Fri 2/11/05	Fri 2/18/05	6
8	1.2.1 Preparation of Preliminary Report	5 days	Fri 2/11/05	Thu 2/17/05	
9	1.2.2 Submit Preliminary Report	3 days	Fri 2/18/05	Tue 2/22/05	8
10					
11	**PROJECT DESIGN**	25 days	Mon 2/21/05	Fri 3/25/05	
12	**2.1 User Requirement**	9 days	Mon 2/21/05	Thu 3/3/05	
13	2.1.1 Interview users	5 days	Mon 2/21/05	Fri 2/25/05	
14	2.1.2 Define user requirements	5 days	Mon 2/28/05	Fri 3/4/05	13
15	**2.2 System Design**	9 days	Mon 3/7/05	Thu 3/17/05	14
16	2.2.1 Design data flow diagram	2 days	Mon 3/7/05	Tue 3/8/05	
17	2.2.2 Design use case diagram	2 days	Wed 3/9/05	Thu 3/10/05	16
18	2.2.3 Sketch storyboard	2 days	Fri 3/11/05	Mon 3/14/05	17
19	2.2.4 Design database structure	3 days	Tue 3/15/05	Thu 3/17/05	18
20	**2.2 Progress Report**	6 days	Fri 3/18/05	Fri 3/25/05	19
21	2.2.1 Preparation of Progress Report	5 days	Thu 3/17/05	Thu 3/24/05	
22	2.2.2 Submit Progress Report	1 day	Fri 3/25/05	Fri 3/25/05	21
23					
24	**PROJECT DEVELOPMENT**	14 days	Mon 3/14/05	Thu 3/31/05	
25	**3.1 Interface**	5 days	Mon 3/14/05	Fri 3/18/05	
26	3.1.1 Develop user interface	4 days	Mon 3/14/05	Thu 3/17/05	
27	3.1.2 Link web pages	1 day	Fri 3/18/05	Fri 3/18/05	26
28	**3.2 Create database**	1 day	Mon 3/21/05	Mon 3/21/05	27
29	**3.3 Coding**	8 days	Tue 3/22/05	Thu 3/31/05	28
30					
31	**PROJECT TESTING**	12 days	Fri 4/1/05	Mon 4/18/05	
32	**4.1 Testing**	6 days	Fri 4/1/05	Thu 4/7/05	
33	4.1.1 Unit testing	2 days	Fri 4/1/05	Mon 4/4/05	
34	4.1.2 System testing	1 day	Thu 4/7/05	Thu 4/7/05	33
35	**4.2 Modify coding or unit**	4 days	Fri 4/8/05	Wed 4/13/05	34
36	**4.3 Re-test modified coding or unit**	2 days	Thu 4/14/05	Fri 4/15/05	35
37					
38	**FINAL DELIVERABLE**	15 days	Mon 4/18/05	Fri 5/6/05	
39	**5.1 Documentation**	5 days	Mon 4/18/05	Fri 4/22/05	
40	5.1.1 Finalize design	2 days	Mon 4/18/05	Tue 4/19/05	
41	5.1.2 Preparation of final draft	1 day	Thu 4/21/05	Thu 4/21/05	40
42	5.1.3 Submit final draft	1 day	Fri 4/22/05	Fri 4/22/05	41
43	**5.2 Oral Presentation**	10 days	Mon 4/25/05	Fri 5/6/05	42
44	5.2.1 Preparation of presentation materials	2 days	Mon 4/25/05	Tue 4/26/05	
45	5.2.2 Configure PC to demonstrate system	2 days	Wed 4/27/05	Thu 4/28/05	44
46	5.2.3 Final presentation	1 day	Fri 4/29/05	Fri 4/29/05	45
47	**5.3 Project Dissertation**	5 days	Mon 5/2/05	Fri 5/6/05	46
48	5.3.1 Finalize research	1 day	Mon 5/2/05	Mon 5/2/05	
49	5.3.2 Finalize discussion and result	1 day	Tue 5/3/05	Tue 5/3/05	48
50	5.3.3 Finalize report	1 day	Wed 5/4/05	Wed 5/4/05	49
51	5.3.4 Binding	1 day	Thu 5/5/05	Thu 5/5/05	50
52	5.3.5 Submit FYP dissertation	1 day	Fri 5/6/05	Fri 5/6/05	51



Project: gantt chart
Date: Thu 6/9/05

Task
Split
Progress
Milestone
Summary
Project Summary
External Tasks
External Milestone
Deadline

Appendix II :

Laporan Penilaian Prestasi Pegawai Kumpulan Perkhidmatan Sokongan (1)

SULIT

BORANG J.P.A. (Prestasi) 4/2002

No. K.P.

KERAJAAN MALAYSIA

LAPORAN PENILAIAN PRESTASI PEGAWAI KUMPULAN PERKHIDMATAN SOKONGAN (I)

Tahun .....

PERINGATAN

Pegawai Penilai (PP) iaitu Pegawai Penilai Pertama (PPP) dan Pegawai Penilai Kedua (PPK) serta Pegawai Yang Dinilai (PYD) hendaklah memberi perhatian kepada perkara-perkara berikut sebelum dan semasa membuat penilaian :

(i) PYD hendaklah melengkapkan maklumat di **Bahagian I** di bawah dan **Bahagian I** dalam borang **Sasaran Kerja Tahunan (SKT)** seperti di **Lampiran 'A'** pada awal tahun;

(ii) PYD hendaklah melengkapkan **Bahagian II** manakala PP hendaklah melengkapkan **Bahagian III** hingga **Bahagian IX** pada akhir tahun penilaian;

(iii) PYD dan PP hendaklah merujuk Panduan Pelaksanaan Sistem Penilaian Prestasi Anggota Perkhidmatan Awam Malaysia (Tahun 2002) sekiranya memerlukan keterangan lanjut semasa mengisi Borang Laporan Penilaian Prestasi Tahunan (LNPT) dan membuat penilaian;

(iv) PP hendaklah menggunakan Skala Penilaian Prestasi seperti di **Lampiran 'B'** ; dan

(v) PP hendaklah memaklumkan kepada PYD langkah-langkah meningkatkan prestasi/ kemajuan kerjaya yang perlu dilakukan sebelum menandatangani di ruangan **Bahagian VIII.**

BAHAGIAN I — MAKLUMAT PEGAWAI *(Diisi oleh PYD)*

(i) Nama : .....

(ii) Jawatan dan Gred : .....

(iii) Kementerian/Jabatan : .....

.....

BAHAGIAN II — KEGIATAN DAN SUMBANGAN DI LUAR TUGAS RASMI/LATIHAN
(Diisi oleh PYD)

1. **KEGIATAN DAN SUMBANGAN DI LUAR TUGAS RASMI**

Senaraikan kegiatan dan sumbangan di luar tugas rasmi seperti sukan/pertubuhan/sumbangan kreatif di peringkat Komuniti/Jabatan/Daerah/Negeri/Negara/Antarabangsa yang berfaedah kepada Organisasi/Komuniti/Negara pada tahun yang dinilai.

Senarai kegiatan/aktiviti/sumbangan	Peringkat kegiatan/aktiviti/sumbangan (nyatakan jawatan atau pencapaian)

2. **LATIHAN**

(i) Senaraikan program latihan (seminar, kursus, bengkel dan lain-lain) yang dihadiri dalam tahun yang dinilai.

Nama Latihan (Nyatakan sijil jika ada)	Tarikh/Tempoh	Tempat

(ii) Senaraikan latihan yang diperlukan.

Nama/Bidang Latihan	Sebab Diperlukan

Saya mengesahkan bahawa semua kenyataan di atas adalah benar.

Tandatangan PYD	Tarikh

BAHAGIAN III — PENGHASILAN KERJA (Wajaran 50%)

Pegawai Penilai dikehendaki memberikan penilaian berdasarkan pencapaian kerja sebenar PYD berbanding dengan SKT yang ditetapkan. Penilaian hendaklah berasaskan kepada penjelasan setiap kriteria yang dinyatakan di bawah dengan menggunakan skala 1 hingga 10 :

KRITERIA (Dinilai berasaskan SKT)	PPP	PPK
1. **KUANTITI HASIL KERJA** Kuantiti hasil kerja seperti jumlah, bilangan, kadar, kekerapan dan sebagainya berbanding dengan sasaran kuantiti kerja yang ditetapkan.	☐	☐
2. **KUALITI HASIL KERJA** 2.1. Dinilai dari segi kesempurnaan, teratur dan kemas. 2.2. Dinilai dari segi usaha dan inisiatif untuk mencapai kesempurnaan hasil kerja	☐ ☐	☐ ☐
3. **KETEPATAN MASA** Kebolehan menghasilkan kerja atau melaksanakan tugas dalam tempoh masa yang ditetapkan.	☐	☐
4. **KEBERKESANAN HASIL KERJA** Dinilai dari segi memenuhi kehendak 'stake-holder' atau pelanggan.	☐	☐
Jumlah markah mengikut wajaran	___ x 50 = ___ 50	___ x 50 = ___ 50

BAHAGIAN IV — PENGETAHUAN DAN KEMAHIRAN (Wajaran 25%)

Pegawai Penilai dikehendaki memberikan penilaian berasaskan penjelasan tiap-tiap kriteria yang dinyatakan dengan menggunakan skala 1 hingga 10 :

KRITERIA	PPP	PPK
1. **ILMU PENGETAHUAN DAN KEMAHIRAN DALAM BIDANG KERJA** Mempunyai ilmu pengetahuan dan kemahiran/kepakaran dalam menghasilkan kerja meliputi kebolehan mengenalpasti, menganalisis serta menyelesaikan masalah.	☐	☐
2. **PELAKSANAAN DASAR, PERATURAN DAN ARAHAN PENTADBIRAN** Kebolehan menghayati dan melaksanakan dasar, peraturan dan arahan pentadbiran berkaitan dengan bidang tugasnya.	☐	☐

KRITERIA	PPP	PPK
3. KEBERKESANAN KOMUNIKASI Kebolehan menyampaikan maksud, pendapat, kefahaman atau arahan secara lisan dan tulisan berkaitan dengan bidang tugas merangkumi penguasaan bahasa melalui tulisan dan lisan dengan menggunakan tatabahasa dan persembahan yang baik.	☐	☐
Jumlah markah mengikut wajaran	___ x 25 = ___ 30	___ x 25 = ___ 30

BAHAGIAN V — KUALITI PERIBADI (Wajaran 20%)

Pegawai Penilai dikehendaki memberikan penilaian berasaskan kepada penjelasan setiap kriteria yang dinyatakan di bawah dengan menggunakan skala 1 hingga 10 :

KRITERIA	PPP	PPK
1. KEBOLEHAN MENGELOLA Keupayaan dan kebolehan menggembleng segala sumber dalam kawalannya seperti kewangan, tenaga manusia, peralatan dan maklumat bagi merancang, mengatur, membahagi dan mengendalikan sesuatu tugas untuk mencapai objektif organisasi.	☐	☐
2. DISIPLIN Mempunyai daya kawal diri dari segi mental dan fizikal termasuk mematuhi peraturan, menepati masa, menunaikan janji dan bersifat sabar.	☐	☐
3. PROAKTIF DAN INOVATIF Kebolehan menjangka kemungkinan, mencipta dan mengeluarkan idea baru serta membuat pembaharuan bagi mempertingkatkan kualiti dan produktiviti organisasi.	☐	☐
4. JALINAN HUBUNGAN DAN KERJASAMA Kebolehan pegawai dalam mewujudkan suasana kerjasama yang harmoni dan mesra serta boleh menyesuaikan diri dalam semua keadaan.	☐	☐
Jumlah markah mengikut wajaran	___ x 20 = ___ 40	___ x 20 = ___ 40

BAHAGIAN VI — KEGIATAN DAN SUMBANGAN DI LUAR TUGAS RASMI (Wajaran 5%)
(Sukan/Pertubuhan/Sumbangan Kreatif)

Berasaskan maklumat di Bahagian II perenggan 1, Pegawai Penilai dikehendaki memberi penilaian dengan menggunakan skala 1 hingga 10. Tiada sebarang markah boleh diberikan (kosong) jika PYD tidak mencatat kegiatan atau sumbangannya.

	PPP	PPK
Peringkat Komuniti/Jabatan/Daerah/ Negeri/Negara/Antarabangsa	☐	☐
Jumlah markah mengikut wajaran	___ x 5 = 10	___ x 5 = 10

BAHAGIAN VII — JUMLAH MARKAH KESELURUHAN

Pegawai Penilai dikehendaki mencatatkan jumlah markah keseluruhan yang diperolehi oleh PYD dalam bentuk peratus (%) berdasarkan jumlah markah bagi setiap Bahagian yang diberi markah.

MARKAH KESELURUHAN	PPP (%)	PPK (%)	**MARKAH PURATA (%)** *(untuk diisi oleh Urus Setia PPSM)*
	☐	☐	☐

BAHAGIAN VIII — ULASAN KESELURUHAN DAN PENGESAHAN OLEH PEGAWAI PENILAI PERTAMA

1. Tempoh PYD bertugas di bawah pengawasan : tahun ☐ bulan ☐

2. Penilai Pertama hendaklah memberi ulasan keseluruhan prestasi PYD.

   (i) Prestasi keseluruhan

   .....

   .....

   .....

   (ii) Kemajuan kerjaya

   .....

   .....

   .....

3. Adalah disahkan bahawa prestasi pegawai ini telah dimaklumkan kepada PYD.

Nama PPP : _____

Jawatan : _____

Kementerian/Jabatan : _____

No. K.P. : _____

Tandatangan PPP

Tarikh

BAHAGIAN IX - ULASAN KESELURUHAN OLEH PEGAWAI PENILAI KEDUA

1. Tempoh PYD bertugas di bawah pengawasan : tahun ☐ bulan ☐

2. PPK hendaklah memberi ulasan keseluruhan pencapaian prestasi PYD berasaskan ulasan keseluruhan oleh PPP

.....

.....

Nama PPK : _____

Jawatan : _____

Kementerian/Jabatan : _____

No. K.P. : _____

Tandatangan PPK

Tarikh

LAMPIRAN 'A'

SASARAN KERJA TAHUNAN

PERINGATAN

Pegawai Yang Dinilai (PYD) dan Pegawai Penilai Pertama (PPP) hendaklah memberi perhatian kepada perkara-perkara berikut sebelum dan semasa melengkapkan borang ini :

(i) PYD dan PPP hendaklah berbincang bersama dalam membuat penetapan Sasaran Kerja Tahunan (SKT) dan menurunkan tandatangan di ruangan yang ditetapkan di **Bahagian I** ;

(ii) SKT yang ditetapkan hendaklah mengandungi sekurang-kurangnya satu petunjuk prestasi iaitu sama ada kuantiti, kualiti, masa atau kos bergantung kepada kesesuaian sesuatu aktiviti/projek;

(iii) SKT yang telah ditetapkan pada awal tahun hendaklah dikaji semula di pertengahan tahun. SKT yang digugurkan atau ditambah hendaklah dicatatkan di ruangan **Bahagian II** ;

(iv) PYD dan PPP hendaklah membuat laporan dan ulasan keseluruhan pencapaian SKT pada akhir tahun serta menurunkan tandatangan di ruangan yang ditetapkan di **Bahagian III** ; dan

(v) sila rujuk Panduan Penyediaan Sasaran Kerja Tahunan (SKT) untuk mendapat keterangan lanjut.

BAHAGIAN I — Penetapan Sasaran Kerja Tahunan
(PYD dan PPP hendaklah berbincang bersama sebelum menetapkan SKT dan petunjuk prestasinya)

Bil.	**Ringkasan Aktiviti/Projek** (Senaraikan aktiviti/projek)	**Petunjuk Prestasi** (Kuantiti/Kualiti/Masa/Kos)

Tandatangan PYD

Tarikh : .....

Tandatangan PPP

Tarikh : .....

BAHAGIAN II — Kajian Semula Sasaran Kerja Tahunan Pertengahan Tahun

1. **Aktiviti/Projek Yang Ditambah**
(PYD hendaklah menyenaraikan aktiviti/projek yang ditambah berserta petunjuk prestasinya setelah berbincang dengan PPP)

Bil.	**Ringkasan Aktiviti/Projek** (Senaraikan aktiviti/projek)	**Petunjuk Prestasi** (Kuantiti/Kualiti/Masa/Kos)

2. **Aktiviti/Projek Yang Digugurkan**
(PYD hendaklah menyenaraikan aktiviti/projek yang digugurkan setelah berbincang dengan PPP)

Bil.	**Aktiviti/Projek**

BAHAGIAN III — Laporan dan Ulasan Keseluruhan Pencapaian Sasaran Kerja Tahunan Pada Akhir Tahun Oleh PYD dan PPP

1. **Laporan/Ulasan Oleh PYD**

2. **Laporan/Ulasan Oleh PPP**

Tandatangan PYD

Tarikh : .....

Tandatangan PPP

Tarikh : .....

BAHAGIAN VI — KEGIATAN DAN SUMBANGAN DI LUAR TUGAS RASMI (Wajaran 5%)
(Sukan/Pertubuhan/Sumbangan Kreatif)

Berasaskan maklumat di Bahagian II perenggan 1, Pegawai Penilai dikehendaki memberi penilaian dengan menggunakan skala 1 hingga 10. Tiada sebarang markah boleh diberikan (kosong) jika PYD tidak mencatat kegiatan atau sumbangannya.

Peringkat Komuniti/Jabatan/Daerah/ Negeri/Negara/Antarabangsa	**PPP**	**PPK**
	☐	☐
Jumlah markah mengikut wajaran	___ / 10 x 5 =	___ / 10 x 5 =

BAHAGIAN VII — JUMLAH MARKAH KESELURUHAN

Pegawai Penilai dikehendaki mencatatkan jumlah markah keseluruhan yang diperolehi oleh PYD dalam bentuk peratus (%) berdasarkan jumlah markah bagi setiap Bahagian yang diberi markah.

MARKAH KESELURUHAN	**PPP (%)**	**PPK (%)**	**MARKAH PURATA (%)** *(untuk diisi oleh Urus Setia PPSM)*
	☐	☐	☐

BAHAGIAN VIII — ULASAN KESELURUHAN DAN PENGESAHAN OLEH PEGAWAI PENILAI PERTAMA

1. Tempoh PYD bertugas di bawah pengawasan : tahun ☐ bulan ☐

2. Penilai Pertama hendaklah memberi ulasan keseluruhan prestasi PYD.

   (i) Prestasi keseluruhan

   .....

   .....

   .....

   (ii) Kemajuan kerjaya

   .....

   .....

   .....

LAMPIRAN 'B'

SKALA PENILAIAN PRESTASI

SKALA ASPEK PENGHASILAN KERJA

TAHAP	SKALA	PENJELASAN
Sangat Tinggi	10	Hasil kerja sentiasa melebihi tahap maksimum yang telah ditentukan
	9	Hasil kerja sentiasa menemui tahap maksimum yang telah ditentukan
Tinggi	8	Hasil kerja kerapkali menemui tahap maksimum yang telah ditentukan
	7	Hasil kerja kadangkala menemui tahap maksimum yang telah ditentukan
Sederhana	6	Hasil kerja sentiasa melebihi tahap minimum yang telah ditentukan
	5	Hasil kerja kadangkala melebihi tahap minimum yang telah ditentukan
Rendah	4	Hasil kerja kerapkali menemui tahap minimum yang telah ditentukan
	3	Hasil kerja kadangkala menemui tahap minimum yang telah ditentukan
Sangat Rendah	2	Hasil kerja kerapkali di bawah tahap minimum yang telah ditentukan
	1	Hasil kerja sentiasa di bawah tahap minimum yang telah ditentukan

SKALA ASPEK PENGETAHUAN DAN KEMAHIRAN

TAHAP	SKALA	PENJELASAN
Sangat Tinggi	10	Mempunyai pengetahuan dan kemahiran yang sangat luas dan mendalam dalam bidang tugasnya, diakui kemahiran/kepakarannya serta sentiasa menjadi sumber rujukan dalam/luar organisasi
	9	
Tinggi	8	Mempunyai pengetahuan dan kemahiran yang luas dalam bidang tugasnya serta kerapkali menjadi sumber rujukan dalam/luar organisasi
	7	
Sederhana	6	Mempunyai pengetahuan dan kemahiran yang mencukupi dalam bidang tugasnya
	5	

TAHAP	SKALA	PENJELASAN
Rendah	4	Kurang mempunyai pengetahuan dan kemahiran yang asas dalam bidang tugasnya dan perlu diberi bimbingan oleh pegawai atasannya
	3	
Sangat Rendah	2	Tidak mempunyai pengetahuan dan kemahiran asas dalam bidang tugasnya dan memerlukan tunjuk ajar
	1	

SKALA ASPEK KUALITI PERIBADI

TAHAP	SKALA	PENJELASAN
Cemerlang	10	Sentiasa menghayati dan melaksanakan ciri-ciri kualiti peribadi dengan cemerlang
	9	
Baik	8	Menghayati dan melaksanakan ciri-ciri kualiti peribadi dengan baik
	7	
Sederhana	6	Menghayati dan melaksanakan ciri-ciri kualiti peribadi dengan memuaskan
	5	
Lemah	4	Kurang menghayati dan melaksanakan ciri-ciri kualiti peribadi
	3	
Sangat Lemah	2	Tidak menghayati dan melaksanakan ciri-ciri kualiti peribadi
	1	

SKALA ASPEK KEGIATAN DAN SUMBANGAN DI LUAR TUGAS RASMI

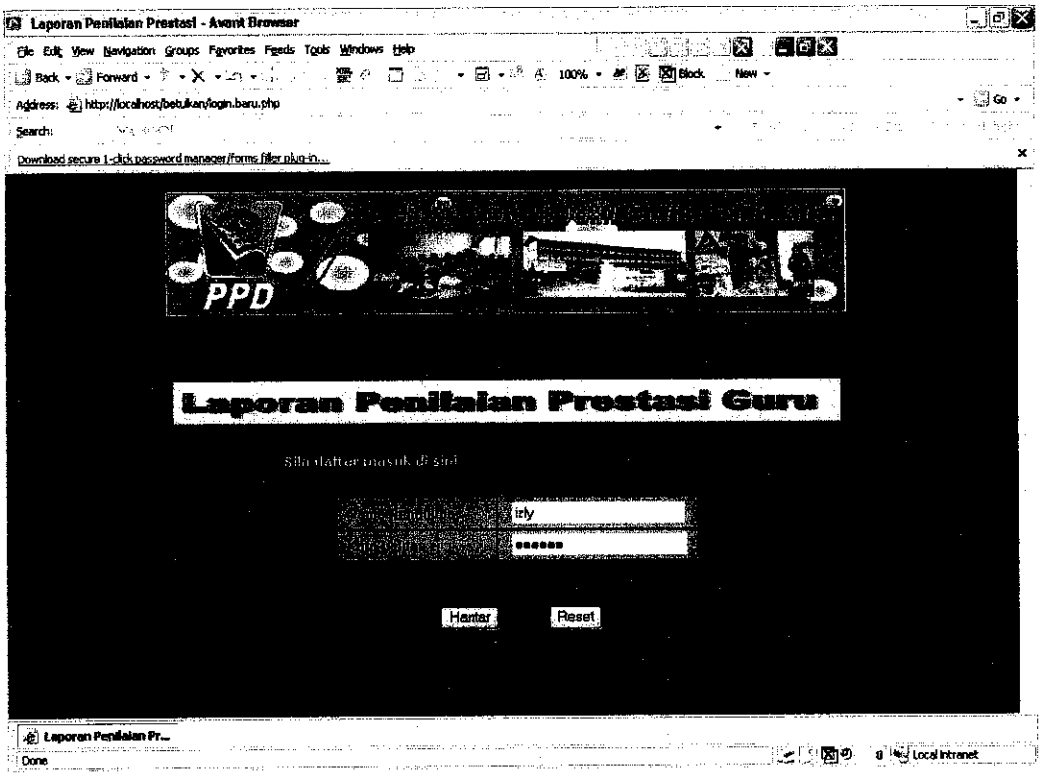
Lima tahap penglibatan iaitu **Sangat Aktif, Aktif, Sederhana Aktif, Kurang Aktif dan Tidak Aktif** tanpa mengira peringkat penglibatan iaitu Komuniti/Jabatan/Daerah/Negeri/Negara/Antarabangsa dengan menggunakan skala 1 hingga 10 berikut :

Tahap	Sangat Aktif		Aktif		Sederhana Aktif		Kurang Aktif		Tidak Aktif	
Skala	10	9	8	7	6	5	4	3	2	1

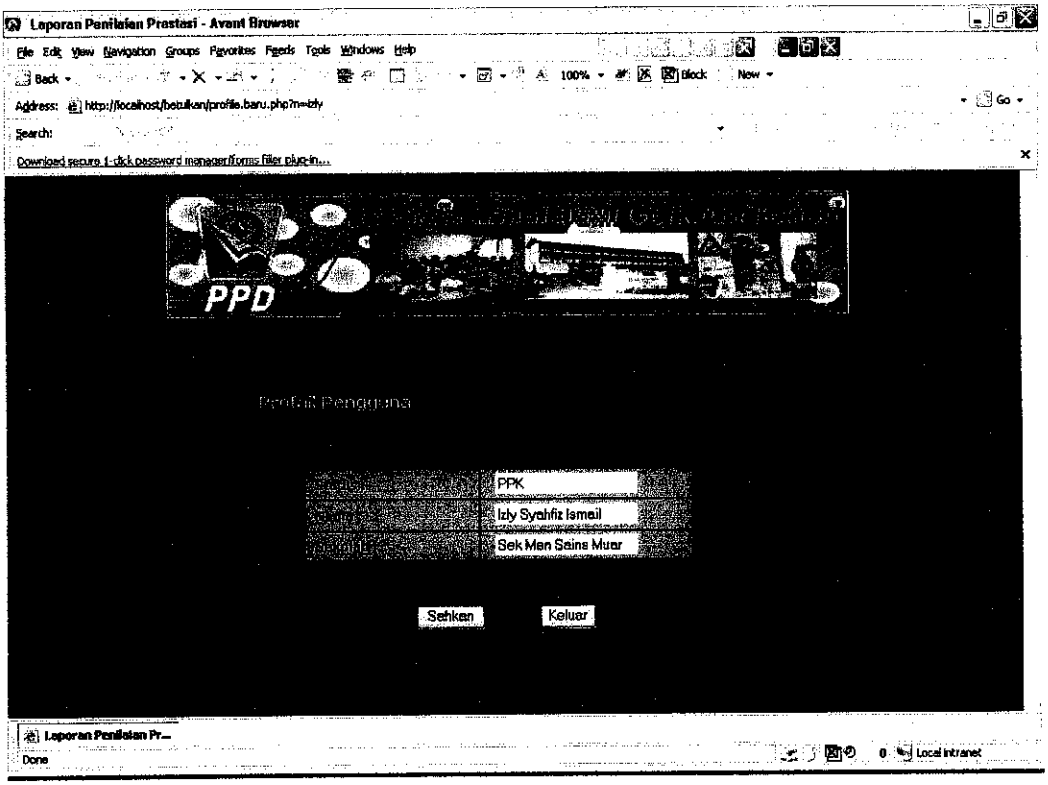
Appendix III :

Screen Shots of User Interface

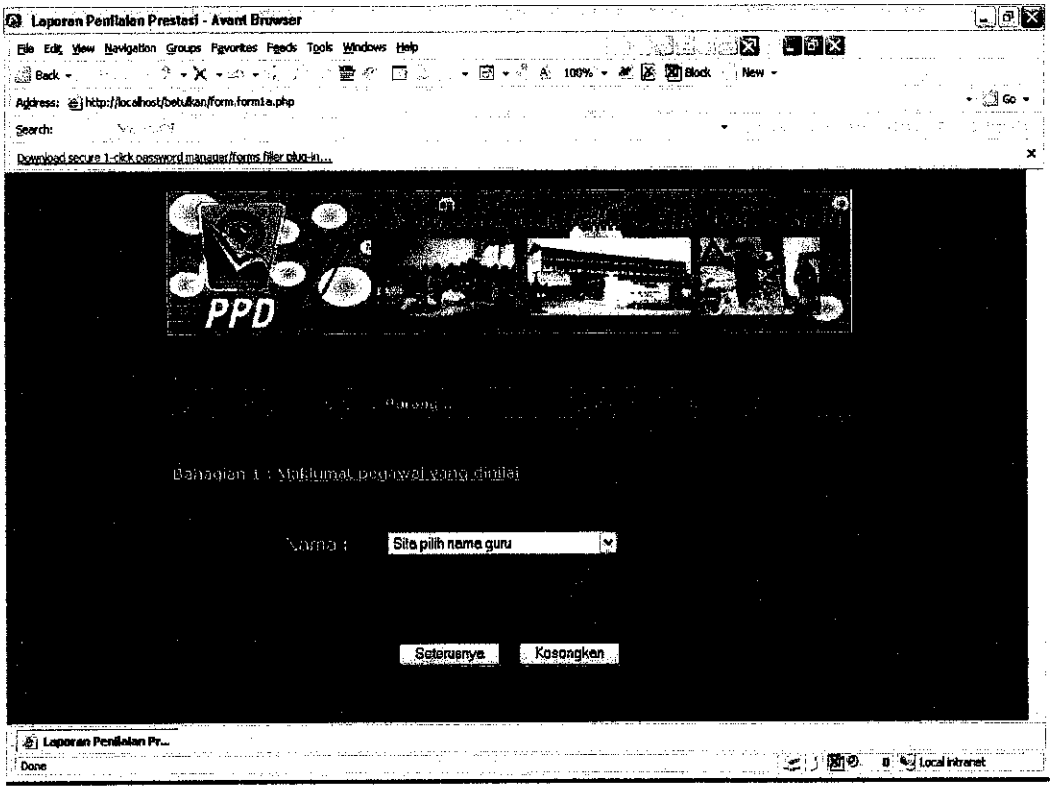
Login page



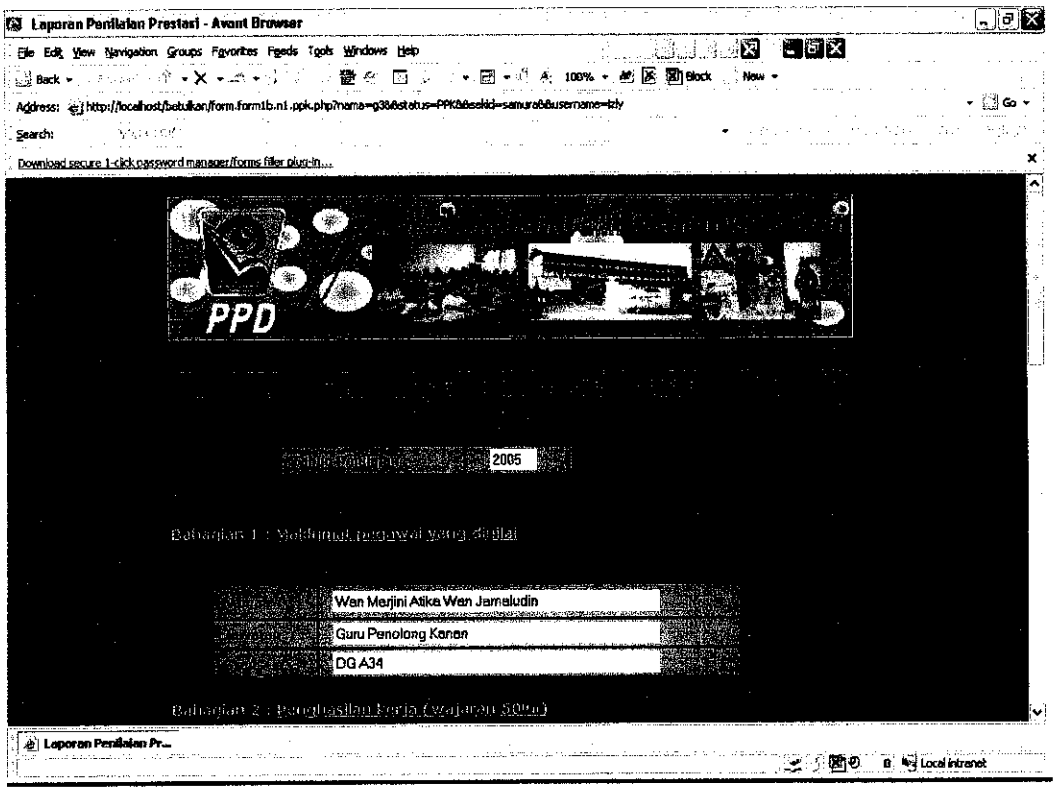
Profile confirmation page



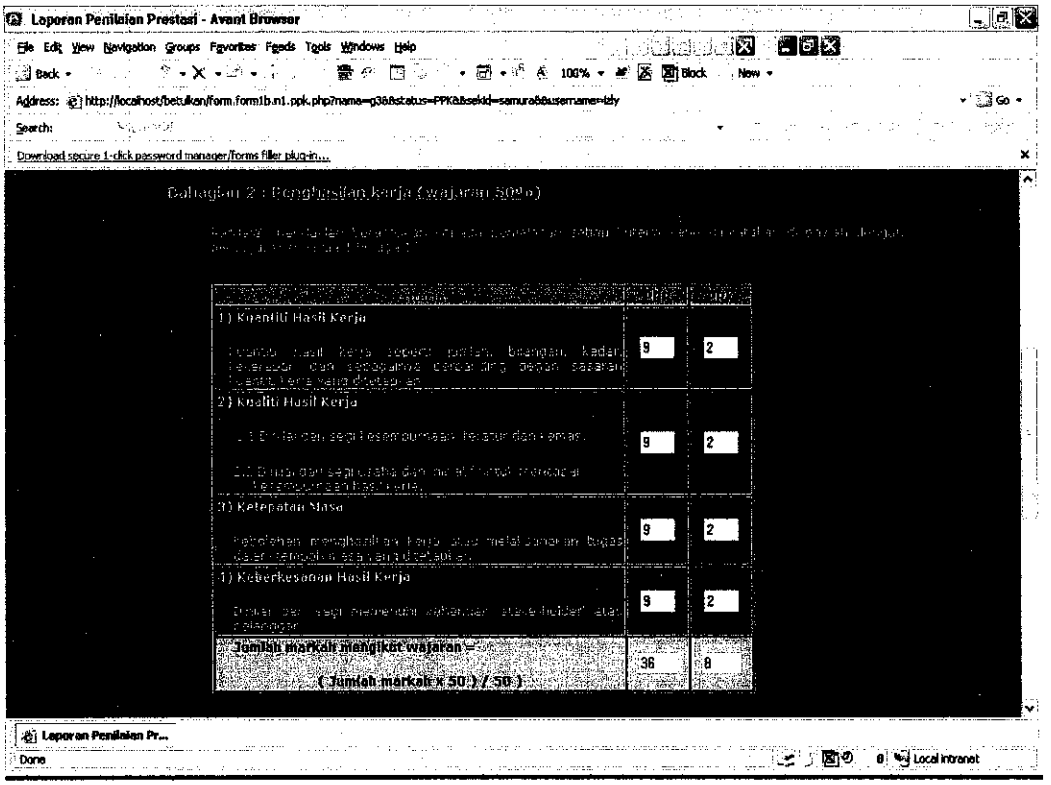
Appraisal form (1)



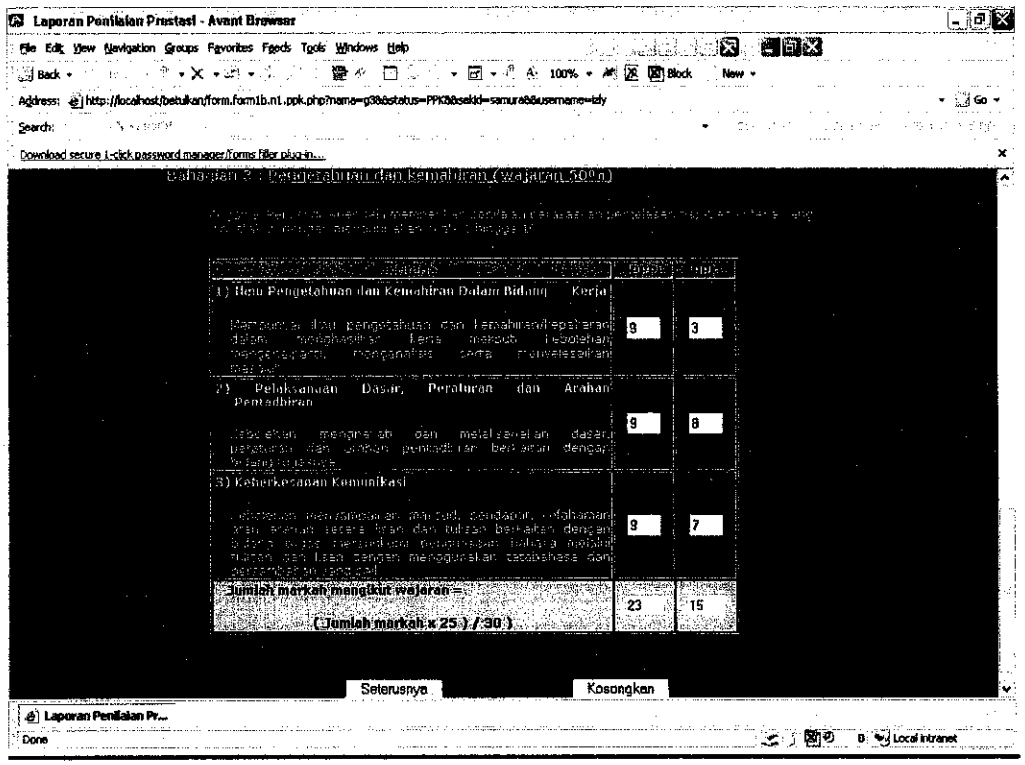
Appraisal form (2)



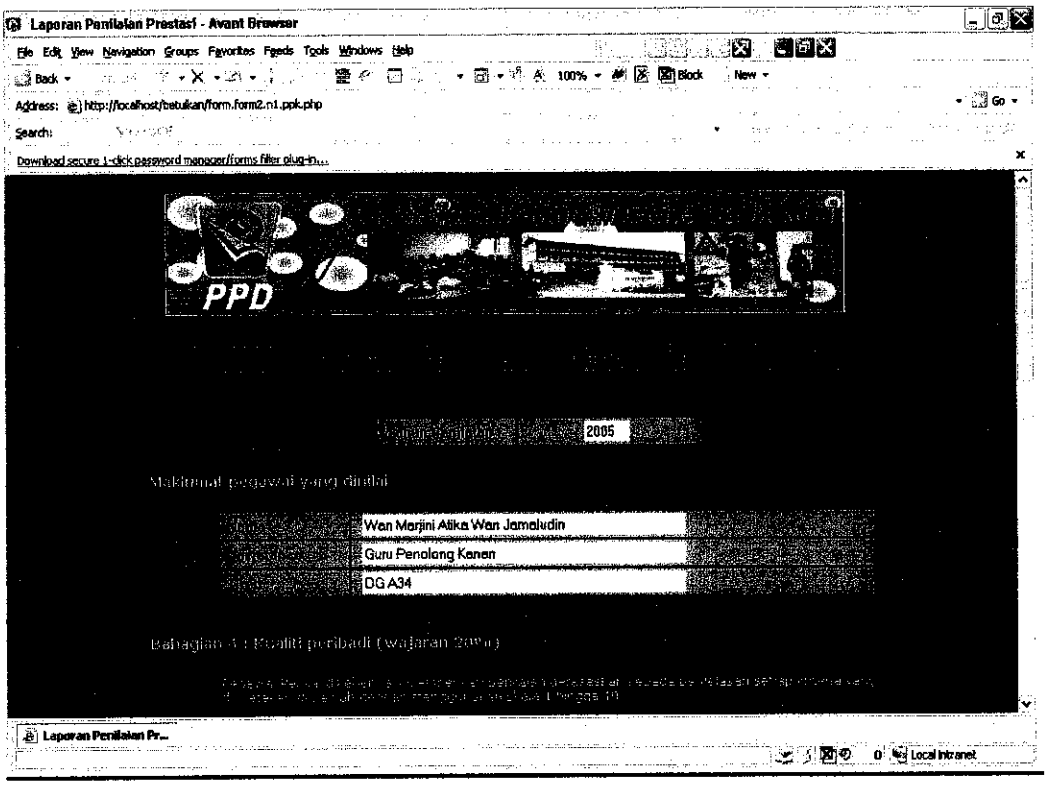
Appraisal form (2) (cont'd)



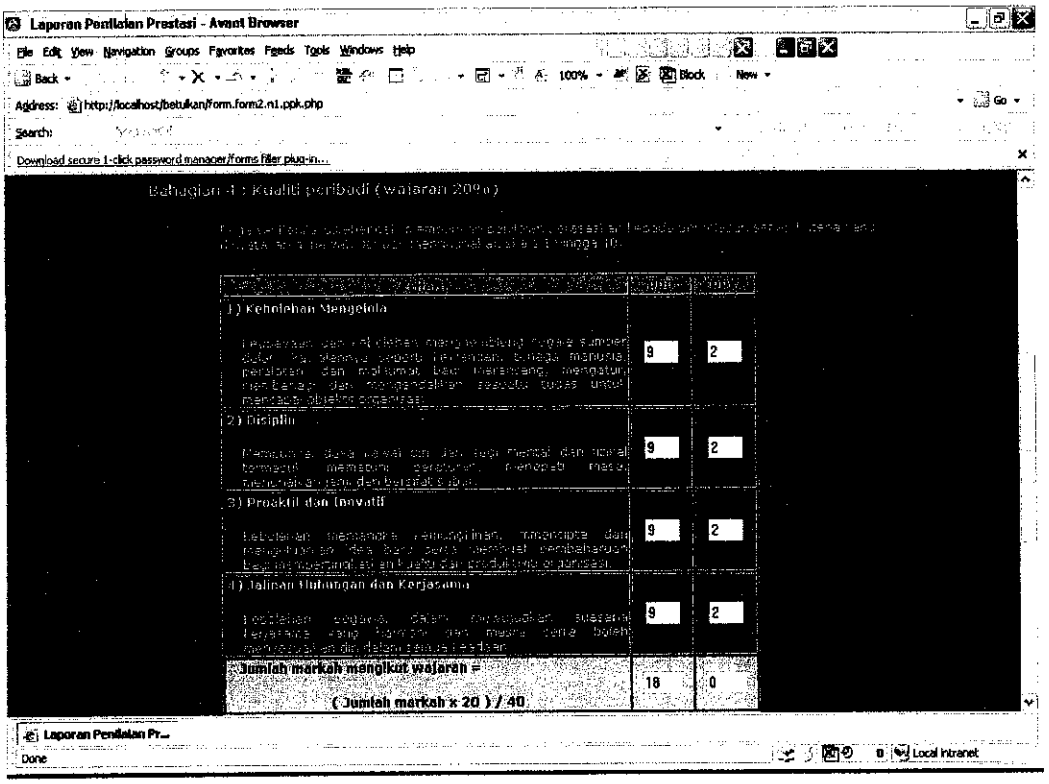
Appraisal form (2) (cont'd)



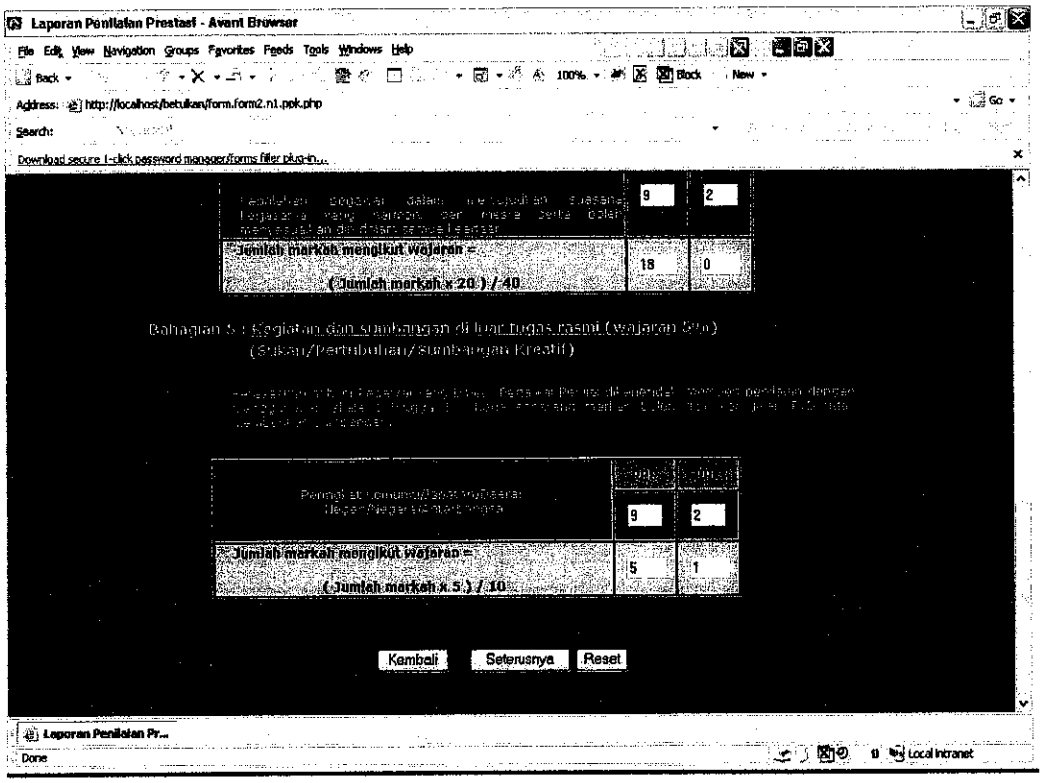
Appraisal form (3)



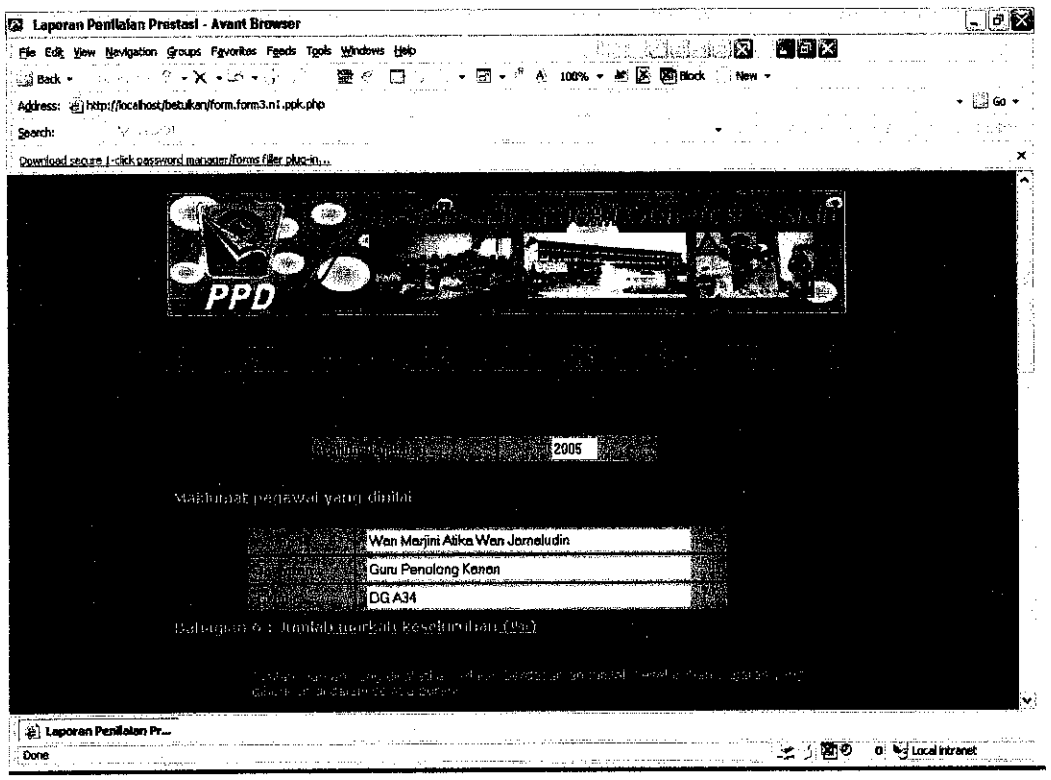
Appraisal form (3) (cont'd)



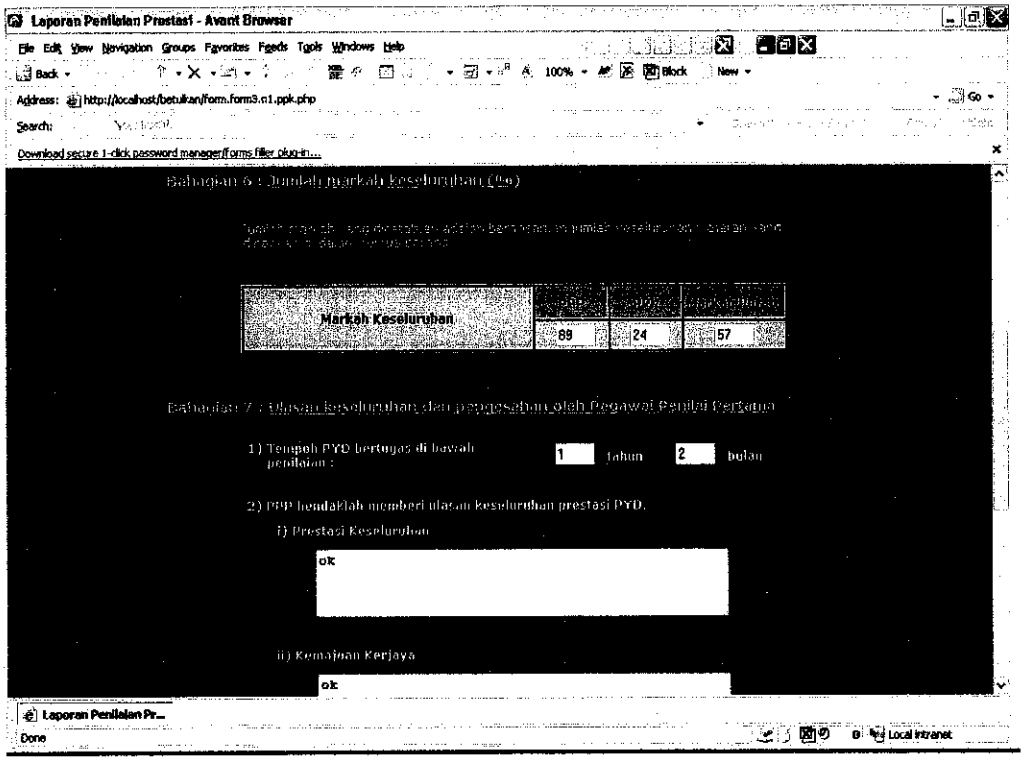
Appraisal form (3) (cont'd)



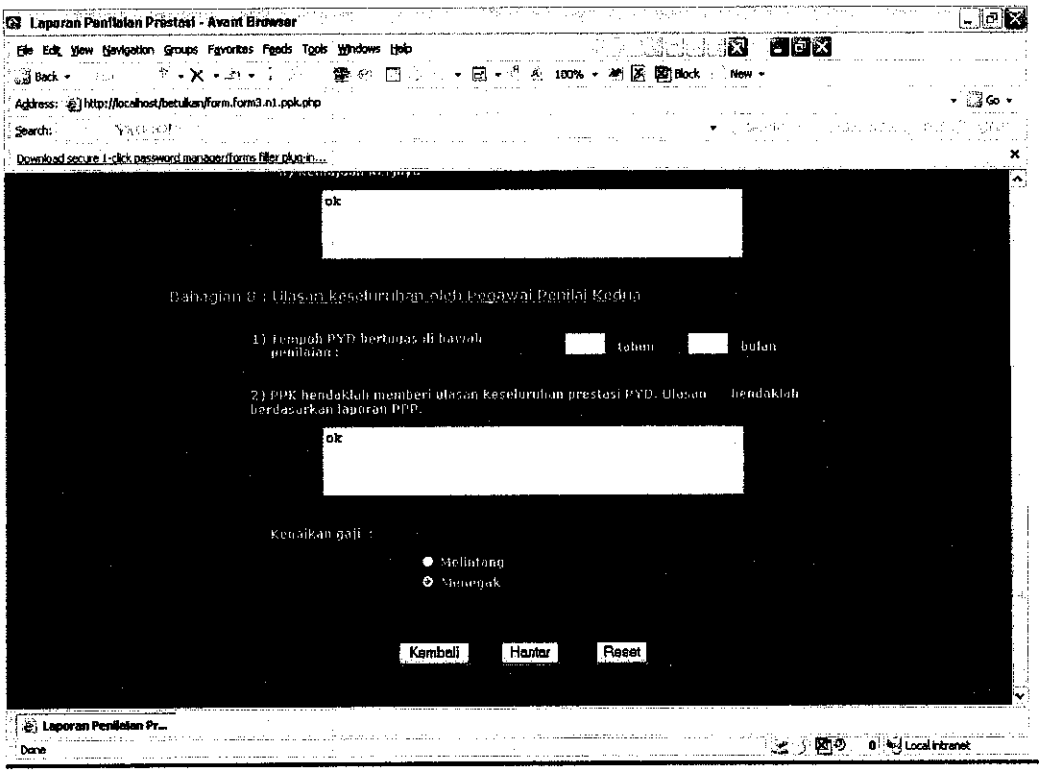
Appraisal form (4)



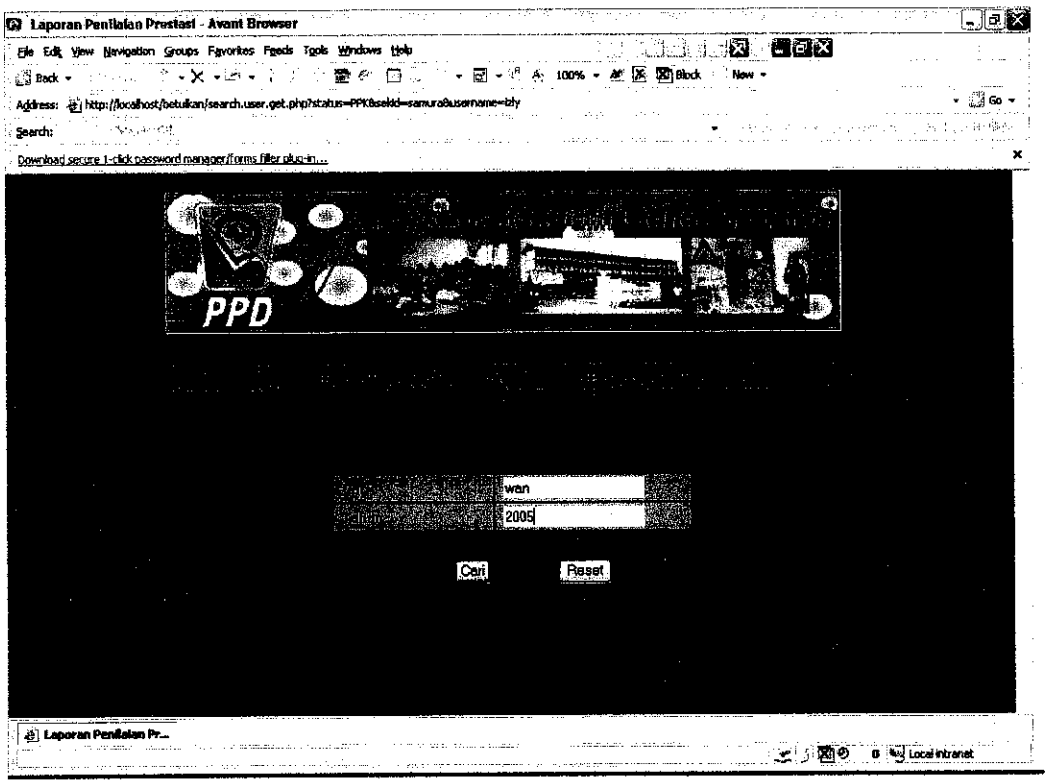
Appraisal form (4) (cont'd)



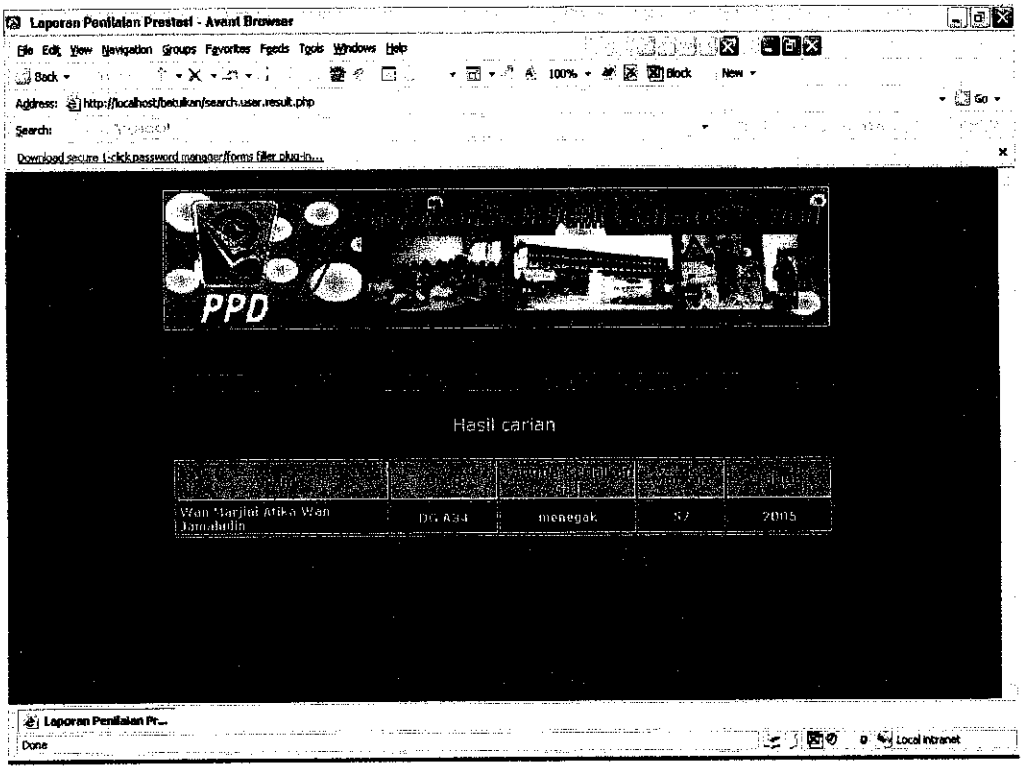
Appraisal form (4) (cont'd)



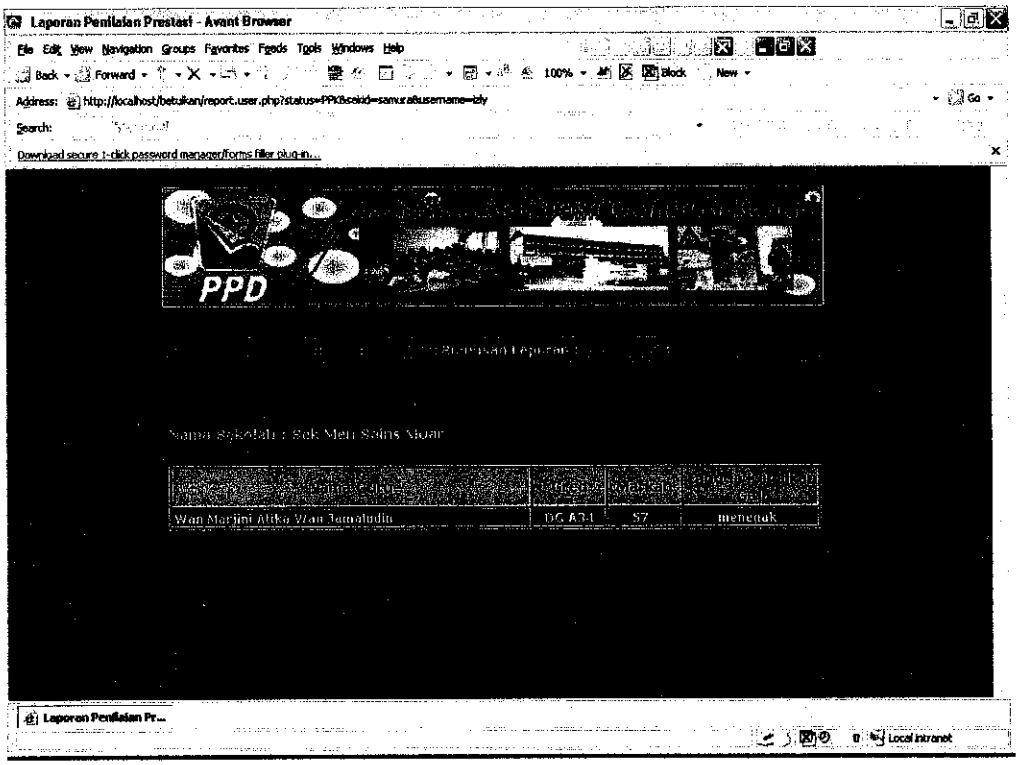
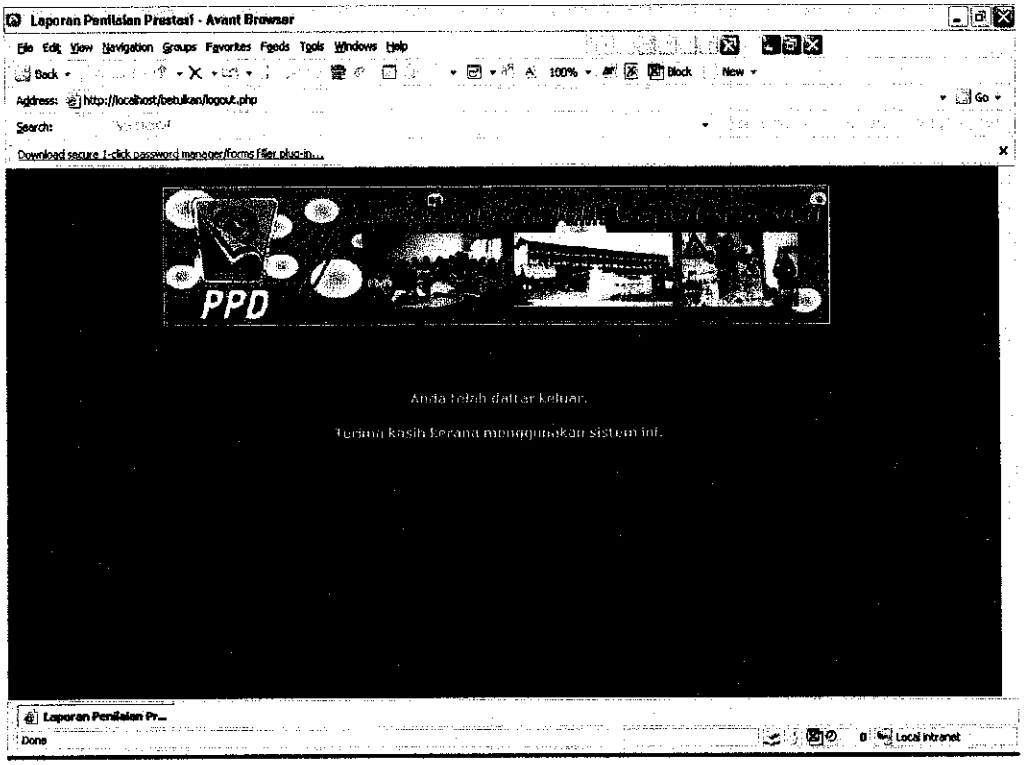
Search page



Search result page



Summary page



Logout page