GRADUATE ADMISSIONS AND RECORDS
UNIVERSITY CENTRE
UNIVERSITY OF VICTORIA
PO BOX 3025, STN CSC
VICTORIA BC V8W 3P2 CANADA

ASSESSMENT REPORT
(confidential when completed)
FACULTY OF GRADUATE STUDIES

Referees must forward their recommendation directly to Graduate Admissions & Records or give to the applicant in a sealed and endorsed envelope to include with their application materials. To be considered official, the Assessment must be signed by the referee. If you wish to submit this document electronically please fill it out and print to a file on your computer, then email that .ps or .pdf file to gradrefs@uvic.ca. Please send from your academic email not your personal email. A letter of reference may be supplied in lieu of an assessment report.

TO THE APPLICANT: *Complete this section before photocopying and sending form to your **two referees.***

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TITLE	SURNAME	GIVEN NAMES (UNDERLINE ONE USED)	PREVIOUS SURNAME (IF APPLICABLE)	BIRTHDATE (DD-MMM-YYYY e.g. 12-Jan-2011)	UVIC STUDENT No. (IF KNOWN)

has applied to study for the degree of _____ in the Department/ School of _____

TO BE COMPLETED BY THE REFEREE: Please return to the University with attachments if applicable.

1. The University collects the personal information on this form pursuant to the University Act, RSBC 1996, c.468 and section 26 of the *Freedom of Information and Protection of Privacy* Acts. If you wish further information, please contact the Office of the Registrar and Enrolment Services for an information sheet or read UVic Policy 4400, Access to Student Records at *http://registrar.uvic.ca/home/documents/access.html*. **This report will not be released to the student by the University of Victoria. If you wish, you may provide a copy to the applicant. A summary of the information on this form may be provided according to the provisions of Freedom of Information/Protection of Privacy legislation.**

2. I have known the student as:
   ○ An undergraduate student ○ A graduate student ○ In another capacity (specify) _____
   - How long and how well? _____
   - If currently completing a degree at your institution, please indicate the class of degree you expect the applicant to obtain: _____
   - If your University offers the graduate program this applicant seeks, would the applicant be accepted at your institution?
     ○ Yes ○ No (please give reasons) ○ Not applicable

_____

3. Compared to others at the same academic or professional level, please evaluate the applicant in the following respects:

	Top 5 %	Top 10%	Top 25%	Top 40%	Average	Below average	No basis for judgement
Academic Preparedness	○	○	○	○	○	○	○
Ability to Communicate: Orally	○	○	○	○	○	○	○
In Writing	○	○	○	○	○	○	○
Creativity & Capacity for Independent Thinking	○	○	○	○	○	○	○
Industry & Reliability	○	○	○	○	○	○	○
Initiative & Seriousness of Purpose	○	○	○	○	○	○	○
Intellectual Capacity	○	○	○	○	○	○	○
Research Skill or Potential	○	○	○	○	○	○	○
Teaching Ability	○	○	○	○	○	○	○
Professional Expertise	○	○	○	○	○	○	○
Overall Rating	○	○	○	○	○	○	○

4. Please add comments which will amplify and explain the ratings in #3 as well as assist in providing a complete picture of the applicant's abilities and potential. (Supply an additional letter if necessary.)

_____
_____
_____
_____

5. Is the applicant's academic record an accurate index of scholastic ability? ○ Yes ○ No ○ Don't know
   If your answer is "no", please explain briefly, giving attention to research or professional performance. (Supply an additional letter, if necessary.)

_____
_____
_____

6. Recommendation for Admission to Graduate Studies:
   ○ Highly recommended ○ Recommended ○ Recommended with reservations ○ Not recommended (please provide reasons)

PLEASE PRINT * Referee's Name, Title and Complete Mailing Address*
(Legible Business Cards, Labels or Stamps may be used)

_____
_____
_____
_____
_____
_____

Referee's Email, Telephone, Fax#, _____
_____

Referee's Signature: _____

Date: _____

***Assessment will not be accepted if complete contact information is not provided. Electronic submission of this document to gradrefs@uvic.ca constitutes a legal representation that you are the person indicated as the Referee for the named student.**

Oct 2011