

3rd YEAR SPECIALISED LABORATORY - GROUP REPORT EVALUATION

Laboratory: _____ Program: _____ Section no: _____ Group no.: _____

Title of Project/ Problem: _____

MEMBER'S NAME:	M3 =
M1 =	M4 =
M2 =	M5 =

No.	Criteria	Excellent 4	Good 3	Fair 2	Poor 1	Score
1.	Abstract <i>Short statement of purpose of work, pertinent conditions, results in brief</i>	The abstract is generally solid (all main points present).	Only two main points of the abstract is present	Only one main point of the abstract is present	All main points of the abstract are not present	
2.	Introduction <i>Background, problem solving approach, objectives</i>	Presents a concise lead-in to the report.	Gives too much information, more like a summary.	Gives very little information.	Give unclear or wrong information about what to expect in the report.	
3.	Procedures <i>Steps taken, method used, circuit diagrams, design calculations, flow charts etc.</i>	Presents easy-to-follow steps which are logical and adequately detailed.	Most of the steps are understandable; some lack detail or are confusing.	Some of the steps are understandable; most are confusing and lack detail.	Not sequential, most steps are missing or are confusing.	
4.	Data & Results <i>Results in the form of data, graphs etc.</i>	Data are presented in one or more tables, with accompanying text to introduce the tables. Figures are used to illustrate key comparisons or trends. No errors in calculations.	Data tables are presented, but some calculations may be in error, some data may be missing, or figures may be insufficient.	Insufficient data are presented, or several errors in calculations are present and distract from the results. Text and/or figures may be missing.	Important data are missing. Reported counts are calculated incorrectly. No text to present the results. No figures or alternative methods of data presentation.	$\frac{\quad}{\quad}$ x 2 =
5.	Discussion <i>Points of discussion (Significance of results, analysis, comparisons, speculations etc.)</i>	All points of discussion on the results obtained covered and elaborated.	Some points of discussion on results obtained covered and elaborated.	Some points of discussion on results obtained covered but not properly elaborated.	Only a few points of discussion on results obtained covered and not properly elaborated	$\frac{\quad}{\quad}$ x 2 =
6.	Conclusion <i>Provide answers to objectives stated earlier</i>	The closing paragraph summarizes and draws a clear and well developed conclusion	The closing paragraph summarizes and draws a sufficiently supported conclusion	The closing paragraph attempts to summarize but draws a weak conclusion	Concluding paragraph is not apparent	
7.	References	Five or more well chosen sources are used.	Four appropriate sources are used.	Only three appropriate sources used.	Two or less appropriate sources used	
8.	Format and Language <i>Report should follow IEEE paper format, in 4-6 page, double column.</i>	Writing is free of errors in grammar and spelling. Format is correct and neat, illustrations and appendix provided (if appropriate).	Minor errors in grammar and spelling. Format is correct and neat, illustrations and appendix provided (if appropriate).	Minor errors in grammar and spelling. Inconsistent formatting.	Very frequent grammar and/or spelling errors. Does not follow correct format.	
*Total points (Max. 40 - 15%)						/40

Facilitator: _____ Signature: _____ Session: _____