

LABORATORY: _____ Date: _____

Title of Report: _____ Section & Group no.: _____

Group members: 1) _____ 2) _____

3) _____ 4) _____

REPORT EVALUATION

No.	Criteria	Excellent 10,9	Good 8,7,6	Fair 5,4,3	Poor 2,1,0	Score	Weight	Points
								score X weight
1.	Data & Results <ul style="list-style-type: none"> Are the data presented clearly? Is any discarded data appropriately noted? Does each heading of a table have a label? Is a sample calculation given for one run? 	Data table and graph neatly completed and totally accurate.	Both accurate, complete and neatly presented, minor mistakes	Incomplete result, minor inaccuracies and/or illegible characters.	Data table and/or graph missing information and are inaccurate.		3	
2.	Discussion <ul style="list-style-type: none"> Points of discussion (Significance of results, analysis, comparisons, speculations etc.) Is the result from the above data reasonable? Does answer questions or explain observations posed on lab sheet? 	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		4	
3.	Conclusion <ul style="list-style-type: none"> Does the conclusion answer to the goal of the experiment? Is the numerical result given as an average of several runs with a confidence interval with a specified confidence level? 	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		2	
4.	Grammar & Spelling <ul style="list-style-type: none"> Is the flow from a section to the next smooth? Has the report been proofread for spelling & grammatical syntax? 	All grammar and spelling are correct.	Only one or two errors.	More than two errors.	Very frequent grammar and/or spelling errors.		1	
Total points								/100
Total in % = (Total Points)/5								/20

*any part of the report suspected of **PLAGIARISM** will be given zero mark.

Supervisor: _____

Signature: _____

Date: _____