

# Final Report Evaluation Rubric

Acceptable projects should be related to the technical discipline of the student and will typically fall into one of three categories:

- Creation of a design;
- Evaluation, selection or development of a process; or
- Assessment of a technological advance.

Student's Name _____
Examiner's Name _____
FINAL GRADE _____

The final report will communicate the purpose, background, scope, and procedure followed during the project. The report will demonstrate a thorough review and understanding of similar work done by others (typically citing at least 12 primary and/or secondary sources). The report will be presented in an acceptable and professional format. Finally, a sophisticated evaluation and/or analysis based on chosen criteria is expected with results presented in the report summary.

The following matrix may be used to help assign a grade to a student's paper.

Category	Description of Category	Points
<b>Abstract / Executive Summary</b>	<ul style="list-style-type: none"> <li>- contains a brief overview of the report, including its conclusions and recommendations if there are any</li> <li>- is capable of 'standing alone' and of being published separately</li> </ul>	<b>/10</b>
<b>Introduction</b> (including purpose and scope)	<ul style="list-style-type: none"> <li>- describes the purpose of the project, who will benefit, and how it will be applied</li> <li>- answers why the investigation was undertaken (what question, issue or need was addressed)</li> <li>- identifies at whose instigation the project was undertaken</li> <li>- includes the scope of the project as well as a statement of limitations</li> <li>- indicates the readership for which the project and report is intended</li> </ul>	<b>/10</b>
<b>Theoretical background / Literature search</b>	<ul style="list-style-type: none"> <li>- describes background theory needed to understand the report</li> <li>- describes the context of the report – how does the topic and study fit within the overall field of study</li> <li>- describes relationship of investigation to previous studies</li> <li>- describes how the current investigation supersedes or extends previous work completed by others in this area</li> </ul>	<b>/10</b>
<b>Procedures and Resources</b>	<ul style="list-style-type: none"> <li>- includes justification for choices of procedure and/or materials/resources - with reference to functional, aesthetic, social, economic, or environmental considerations</li> <li>- states how potential bias was checked</li> <li>- describes the process and materials/resources used and any problems that needed to be overcome</li> <li>- describes the process for analysing results</li> </ul>	<b>/10</b>
<b>Results</b>	<ul style="list-style-type: none"> <li>- demonstrates that the investigation / study was carried out in a format as described in the previous section</li> <li>- typically summarizes and presents results using a combination of text, tables and graphs</li> <li>- describes results using factual and objective language - without personal commentary</li> </ul>	<b>/10</b>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>- provides an interpretation of the results or investigation and compares them to other findings / studies</li> <li>- points out potential shortcomings and limitations of the work</li> <li>- may include opinions and speculation concerning the significance of the work in this section (permitted in this section)</li> <li>- includes justification or explanation for unusual or conflicting conclusions</li> </ul>	<b>/10</b>
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>- provides an overview of the report along with recommendations and suggestions for further work</li> </ul>	<b>/10</b>
<b>References</b>	<ul style="list-style-type: none"> <li>- lists articles used within the report to support a specific assertion</li> <li>- provides references for any statement within the report that is not of plain fact or measurement - these facts should be justified or supported through reference to another publication where it is justified</li> <li>- provides a listing of references for ONLY those resources that are referred to (cited) in the report (not a bibliography)</li> <li>- utilizes a standard reference style (APA) throughout the report</li> </ul>	<b>/5</b>
<b>General Format</b>	<ul style="list-style-type: none"> <li>- uses a consistent report model throughout the document (not required to be APA)</li> <li>- presents a consistent formatting style (typeface, line spacing, caption use, page alignment, etc)</li> <li>- uses a consistent choice of style for headers, footers, section heading levels and styles, and page numbering standards</li> <li>- includes appropriately formatted table of contents, and lists of figures and tables</li> </ul>	<b>/10</b>
<b>Equations / Figures / Tables</b>	<ul style="list-style-type: none"> <li>- presents and refers to appropriate equations, figures, and tables</li> <li>- uses descriptive captions and a consistent numbering system for equations, figures and tables</li> </ul>	<b>/5</b>
<b>Writing Quality</b>	<ul style="list-style-type: none"> <li>- allows a reader to quickly extract as much information from the report as possible in a limited time by using an appropriate level of grammar, spelling, and word choice</li> <li>- utilizes a consistent writing style (choice of active or passive voice, formal or informal)</li> </ul>	<b>/10</b>
		<b>/100</b>

Comments: