Report Grading

Points

	Title Page	**2**
1	Minor error	-1
2	Multiple errors	-2

	Abstract	**5**
3	No brief statement on procedure/equipment	-2
4	No objectives	-3
5	Bulleted objectives	-2
6	Wrong focus of objectives	-1
7	No quantitative results	-2
8	No mention of error	-1
9	A lot of irrelevant information	-1
10	No conclusions	-1

	Introduction	**11**
11	No motivation/relevance cited	-2
12	No previous background cited	-2
13	-No outside theory	-4
14	No objectives cited	-4

	Experimental Considerations	**20**
15	No explanation of measurements taken (repititions, methods, etc)	-8
16	No mention of equipment type	-5
17	No comment on accuracy of the equipment	-2
18	No schematic diagram of test apparatus	-1
19	Improperly labeled figures/tables, etc (if applicable)	-1/occurrence up to -5
20	Procedure not detailed enough that it could be repeated	-10
21	No comment on error analysis	-2

	Results/Discussion	**25**
22	No experimental results in reduced form (plot, etc)	-15
23	Excessive experimental results in tabular form	-5
24	No comment on anomalies in data (if applicable)	-5
25	Equations improperly inserted (PASTED), and labeled (or inserted/labeled in appendix and referred to)	-1/occurrence up to -5
26	Equation variables not defined	-1/equation up to -5
27	Too many significant figures	-1/occurrence up to -5
28	Data incorrectly labeled/incorrect units	-1/occurrence up to -10
29	No error analysis	-20
30	- No elemental errors	-8
31	- No error propagation	-8
32	- Reported errors, but no formulas	-1/equation up to -5
33	- Reported errors, incorrect formulas	-1/equation up to -5
34	In depth attempt made at analysis/discussion, but incorrect theory	-8 MAX
35	No in depth attempt made at analysis/discussion	-15

	Plots/Figures - Either in Results or in Appendix	
36	Variables not on proper axes	-1/occurrence up to -5
37	Axes missing labels	-1/occurrence up to -5
38	Axes missing units	-1/occurrence up to -5
39	Plots/Data is not readable	-1/occurrence up to -5

Conclusions/Recommendations   **10**

40	Not concise	-2
41	No mention of objectives	-3
42	Not specific, too vague	-5
43	No brief, quantitative conclusions	-5
44	No recommendations	-3

References   **2**

45	Not properly formatted	-1
46	No references	-1
47	Citations missing within text	-1

Appendices   **10**

48	Appendices not properly labeled	-1
49	Appendices not well organized	-1
50	Figures not in order as referenced in text	-1/occurrence up to -5
51	Figures/data not referenced in text	-1/occurrence up to -5
52	Equations improperly inserted (not PASTED), and labeled (or inserted/labeled in appendix and referred to)	-1/occurrence up to -5
53	Too many significant figures	-1/occurrence up to -5
54	Data incorrectly labeled/incorrect units	-1/occurrence up to -5
	Plots/Figures - Either in Results or in Appendix	
55	Variables not on proper axes	-1/occurrence up to -5
56	Axes missing labels	-1/occurrence up to -5
57	Axes missing units	-1/occurrence up to -5
58	Plots/Data is not readable	-1/occurrence up to -5
59	Excessive experimental results in tabular form	-5

Degree of Difficulty, Originality, Creativity   **15**

60	Things copied directly from lab hand out	
61	No attempt to include outside theory to aid explanation	
62	No attempt to explain beyond bare minimum requirement of lab	
63	Degree of effort seems minimal	

*If lab was exceedingly difficult, full points may be awarded here to make up for incorrect data analysis

Spelling/Grammatical Errors

64	Third person usage	-1/occurrence up to -5
65	No indentation	-2
66	Spelling/Grammar errors	-1/occurrence up to -10