

## Grading Rubric for a Research Report

Step 1: Evaluate each section of the report using the rubrics below which are based on the ACS guidelines for writing a research report.

The expected contents of each section are listed at the bottom of this page.

Step 2: Apply the scaling factor described on the next page in Clarity of Presentation to each section except the Title Page.

(Multiply the section grade by the scaling factor.)

Step 3: Apply the Spelling & Grammar rubric described on the next page to the report as a whole. Add these points to the total.

Step 4: Evaluate organization of the report using the Organization rubric described on the next page. Add these points to the total.

Step 5: Add Format points to the total using the description described on the next page.

Score	Title Page	Abstract	Introduction	Results	Discussion	Conclusions	
						Claims	Evidence
4	N/A	identifies all 4 items described below	discusses all 4 items described below	summary of relevant data, observations, findings	complete and correct set of observations and/or results of measurements	main conclusions of the project	full justification of the conclusions
3	N/A	identifies 3 items	discusses 3 items	summary of 2 of the 3: relevant data, observations, findings	75% of observations and/or results of measurements	N/A	N/A
2	N/A	identifies 2 items	discusses 2 items	summary of 1 of the 3: relevant data, observations, findings	50% of observations and/or results of measurements	Some conclusions missing	partial justification of the conclusions
1	complete	identifies 1 item	discusses 1 item	data tabulation, if appropriate	25% of observations and/or results of measurements	N/A	N/A
0	incomplete	no abstract or inappropriate information	copies introductory material from book	inadequate or absent	inadequate or absent	no conclusions	no justifications

Contents of each section. For a complete discussion see the ACS Guidelines for Preparing a Research report.

Title page: Title, author name(s), author's affiliation, date, origin of the report

Abstract: topic, scope, principal findings, conclusions.

Introduction: Nature of problem and interest, background information and prior work, objectives, clear relationship of current project and earlier work

Experimental: summary of relevant data, observations, findings. Tabulation of data, equations, charts, figures, reaction schemes, if appropriate.

Results: relevant data, observations, findings.

Discussion: analysis and interpretation--What do results mean? Relationship to project objectives. Resolve the problem?

Conclusions: main conclusions of the project

Clarity of Presentation:	unable to find specific details	details are somewhat sketchy	some details are non-supporting to the subject	supporting details specific to subject
Multiply section score by:	0.25	0.5	0.75	1.00

Spelling and Grammar:	More than 4 grammar and/or spelling errors	4 errors	3 errors	Only one or two errors	All grammar and spelling are correct
Score	0	1	2	3	4

Organization of Report:	Not organized, events make no sense	only contains sections consistent with instructions	within sections, some organization, events jump around, start and end are unclear	within sections, organized, events are somewhat jumpy	within sections, good organization, events are logically ordered, sharp sense of beginning and end
Score:	0	1	2	3	4

DRAFT

Format Points:

References use correct format: 1 point

Report is typed: 1 point

Tables and Figures numbered appropriately: 1 point