

# Report Assessment

Student: \_\_\_\_\_

Type of Report: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

	Yes	No	Comments
<b>1. Completeness (Content)</b> <ul style="list-style-type: none"> <li>• Did the student answer all questions as they appeared in the assignment?</li> <li>• Did the student alter or substitute questions? If so, indicate which ones by number.</li> <li>• Did the student include an introduction and a conclusion?</li> <li>• Did the student include a title page or cover sheet?</li> </ul>			
<b>2. Writing Style (Technical Skills)</b> <ul style="list-style-type: none"> <li>• Did the student use:               <ul style="list-style-type: none"> <li>◦ correct grammar?</li> <li>◦ correct punctuation?</li> <li>◦ correct capitalization?</li> </ul> </li> </ul>			
<b>3. Format (Technical Skills)</b> <ul style="list-style-type: none"> <li>• Did the student format the report correctly?</li> <li>• Did the student include:               <ul style="list-style-type: none"> <li>◦ appropriate top and bottom margins?</li> <li>◦ multiple page headings?</li> <li>◦ internal spacing?</li> </ul> </li> </ul>			
<b>4. Proofreading (Technical Skills)</b> <ul style="list-style-type: none"> <li>• Is the report free of:               <ul style="list-style-type: none"> <li>◦ spelling errors?</li> <li>◦ typographical errors?</li> </ul> </li> </ul>			
<b>5. Extra Work (Attitude)</b> <ul style="list-style-type: none"> <li>• Did the student give an extraordinary amount of detail in the answers?</li> <li>• Did the student ask and answer additional questions?</li> <li>• Did the student add pictures to the report?</li> <li>• Did the student include graphics?</li> </ul>			