

Rating Scale for Assessment of Written Reports

Quality of Information

• _____ • _____ • _____ • _____ • _____
1 Inadequate 2 Adequate 3 Very Good 4 Superior 5

Accuracy of Information

• _____ • _____ • _____ • _____ • _____
1 Inadequate 2 Adequate 3 Very Good 4 Superior 5

Organization

• _____ • _____ • _____ • _____ • _____
1 Disorganized 2 Attempt to Organize 3 Somewhat Organized 4 Clearly Organized 5

Paragraph Development and Format

• _____ • _____ • _____ • _____ • _____
1 Inadequate 2 Adequate 3 Very Good 4 Superior 5

Sentence Structure

• _____ • _____ • _____ • _____ • _____
1 Run-ons & Fragments 2 Simple Sentences 3 Some Variation in Structure 4 Varied Structure 5

Mechanics (Punctuation/Capitalization)

• _____ • _____ • _____ • _____ • _____
1 Frequent Errors 2 Occasional Errors 3 Few Errors 4 No Errors 5

Spelling

• _____ • _____ • _____ • _____ • _____
1 Frequent Errors 2 Occasional Errors 3 Few Errors 4 No Errors 5

Anecdotal Notes

This assessment template is a sample only. Teachers may adapt it to serve the specific needs of their students.