

Essay/Report Assessment

Student: _____

Type of Report: _____

Title: _____

Date of Assessment: _____

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

Adapted from *Business Education: A Curriculum Guide for the Secondary Level. Accounting 16, 26, 36* Saskatchewan Education, Training and Employment (1992).