

# Sample Checklist to Assess a Written Assignment

Student Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Criteria	Yes	No	Comments
<p><b>Completeness of content</b> Did the student respond to all questions as they appeared in the assignment?</p>			
<p><b>Accuracy of content</b> Is the student's prior knowledge relevant?</p> <p>Is the student's newly acquired knowledge clearly explained and supported?</p>			
<p><b>Writing style (technical skills)</b> Did the student use:</p> <ul style="list-style-type: none"> <li>• correct grammar?</li> <li>• correct punctuation?</li> <li>• correct capitalization?</li> </ul>			
<p><b>Proofreading (technical skills)</b> Is the written assignment free of spelling errors?</p>			
<p><b>Extra work (attitude)</b> Did the student demonstrate any extra effort in completing the assignment, such as adding pictures or graphics?</p> <p>Did the student ask and answer additional questions?</p>			