

CATEGORY	3	2	1	0
Neatness, Grammar, Spelling, Heading		All four components present and appropriate	1-5 errors in grammar or spelling, or incorrect Heading	More than 5 errors or 1-5 errors and incorrect heading or report not typed
Clear and Appropriate Title, and Focus/Problem		Both components are present and complete. Focus/Problem is in sentence format.	One component missing or Focus/Problem not in complete sentence format.	None of the components are included in the report
Materials		Complete list of materials is included	Materials list is included but incomplete.	Materials list is not included.
Procedures		Brief but complete Summary of Procedure is included	Procedure summary is incomplete, or Procedure is copied from lab sheet.	Procedure is not included
Data	Accurate representation of the data in tables and/or graphs. Graphs and tables are labeled and titled.	Accurate representation of the data in written form, but no graphs or tables are presented or graphs/tables have 1-2 errors in labeling or construction.	Data tables/graphs contain more than 2 errors in labeling or construction or do not represent written data or written data contains errors.	Data not included
Conclusion		Conclusion includes what was learned from the experiment, possible sources of error, and possible changes if the lab were to be repeated in full and complete sentences.	Conclusion included but does not make sense/ does not relate to the focus of the lab or what was learned	Conclusion not included
Scoring for questions will look for the following components. Points will be distributed among questions. Ex. 6 questions 2 points each, 12 questions 1 point each.				
Questions	The question is answered correctly and in full sentences with appropriate labels for all numeric references. Will receive full credit for the question	The question is answered incorrectly but in full sentences or correctly, but not in full sentences. Will receive half credit for the question.	The question is not answered correctly and it is not answered in full sentences. Will receive no credit	The question was not answered. Will receive no credit.