Grading Criteria for Short Reports

20% Work plan
Was the work plan properly described before the experiments?
Was the experimental design well done?

60% Report
5% Introduction
Was the objective clearly outlined?
Was the necessary theoretic background briefly described?
10% Experimental section
Was the experimental procedure clearly described, from which one can repeat his experiments?
Was the key equation stated for generating main results?
30% Results and discussions
Were the experimental results presented clearly and correctly?
Were the measured values in the range?
Were the final results calculated correctly and related to the appendix?
Was a brief discussion made including error sources, validation of the assumption in calculation etc?
10% Appendixes
Were the necessary experimental observations included?
Were the examples of calculation included?
5% - Readability
How clear was the writing? Was it easy to follow?
Does it seem that the report was not proofread?
Did the report clearly lay out the process, results and conclusions or was it disjointed?
Were equations mentioned and then not used? Were equations not mentioned and then used in calculations?
Were references cited properly?
Was nomenclature used properly?

20% Completion of objectives
Were the work plan followed properly?
Were the experiments performed properly?
Were HMS rules followed properly?
Were all the experimental observations recorded in lab journal?
To what extent were the objectives completed?
Was a good grasp of the objectives obvious from the report?
Was proper data collection and analysis conducted for the objectives?
Were substantial results and conclusions derived from performing the objectives?
How valid were the conclusions that were drawn?
Is the report delivered in time? One working day delay in delivering report will cost 20% of the grades for completion of objectives, meaning 4 points. Delay longer than five days is not acceptable.

In addition, if it is found any copies from the other groups or from formal reports in the report, the grade of this report will be zero.