

# Evaluation

Group:

Students:

Experiment:

|   | <b>Experiment Name</b> |
|---|------------------------|
| <b>Work Plan</b>                          | <b>/ 20 %</b>          |
| <b>Report</b>                             |                        |
| Introduction                              | / 5 %                  |
| Experimental Section                      | / 10 %                 |
| Figures, Captions, Results and Discussion | / 30 %                 |
| Appendix (Lab journal, scans, etc.)       | / 10 %                 |
| Readability                               | / 5 %                  |
|   | <b>/ 60 %</b>          |
| <b>Completion of Objectives</b>           | <b>/ 20 %</b>          |
| <hr/>                                     |                        |
| <b>Total</b>                              | <b>/ 100 %</b>         |

**Date**

**Supervisor**

Date

Name

# Comments

Report

Completion of objectives

# Grading Criteria

## Work Plan

- Was the work plan properly described before the experiments?
- Was the experimental design well thought through?
- Were the HSE guidelines checked, highlighted and discussed?

## Report

### Introduction

- Was the objective clearly outlined?
- Was the necessary theoretic background briefly described? Keep it short!

### Experimental section

- Was the experimental procedure clearly described, from which one can repeat his experiments?
- Was the key equation stated for generating the main results?

### Results and discussion

- Were the experimental results presented clearly and correctly? (Proper figures and captions)
- Were the measured values in the range?
- Were the final results calculated correctly and related to the appendix?
- Was a proper discussion made including sources of error and uncertainty, validation of the assumption in calculation etc.?

### Appendix

- Were the necessary experimental observations included?
- Were the examples of calculation included?
- Lab journal scanned in and attached?

### Readability

- How clear was the writing? Was it easy to follow?
- Does it seem that the report was not proof read?
- 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?

## Completion of Objectives

- Were the work plan followed properly?
- Were the experiments performed properly?
- Were HSE 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 to contain any copies from other groups or previous years reports, the grade of this report will be null.**