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| --- | --- | --- | --- | --- | --- | --- | --- |
| ID4001 REPORT MARKING SHEET  **ID Number of author**:  **Brief title of report**: | | Absent | Unacceptable (0-7) | Satisfactory (8-10) | Good (11-13) | Very Good (14-16) | Excellent (17-20) |
| ***Structure (10%)*** | |  |  |  |  |  |  |
| Includes the project, word count, etc in the cover sheet? | |  |  |  |  |  |  |
| Special project clearly described on cover sheet? | |  |  |  |  |  |  |
| Introduction clearly prepares the ground and sets out a plan for the report? | |  |  |  |  |  |  |
| Aims of placement for the student clearly set out? | |  |  |  |  |  |  |
| Report relevant to what has been request of students? | |  |  |  |  |  |  |
| Material well organised? | |  |  |  |  |  |  |
| Conclusion effectively links the main points? | |  |  |  |  |  |  |
|  | Mark (/20) |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| ***Understanding, evaluating, and communicating key educational items from the placement (40%)*** | |  |  |  |  |  |  |
| Topic covered in depth and breadth? | |  |  |  |  |  |  |
| All factual information relevant? | |  |  |  |  |  |  |
| Good knowledge of literature evident? | |  |  |  |  |  |  |
| Appropriate use of literature? | |  |  |  |  |  |  |
| Includes some up-to-date references? | |  |  |  |  |  |  |
| Good use of material from seminars and/or mentor teacher? | |  |  |  |  |  |  |
| Sound understanding of concepts and critical evaluation of issues apparent? | |  |  |  |  |  |  |
| Own observations and experiences contributing strongly to the material? | |  |  |  |  |  |  |
|  | Mark (/20) |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| ***Communicating your ideas (25%)*** | |  |  |  |  |  |  |
| Is there a clear development of material, (not just a description of events)? | |  |  |  |  |  |  |
| Evidence accurately presented? | |  |  |  |  |  |  |
| Effective explanations? | |  |  |  |  |  |  |
| Logical development of points? | |  |  |  |  |  |  |
| Good use of examples, evidence, references, and information? | |  |  |  |  |  |  |
| Are the aims achieved? Are conclusions and judgements reached? | |  |  |  |  |  |  |
| Is evaluation/independent thought about the evidence and its strengths/weaknesses/limitations evident in the report? | |  |  |  |  |  |  |
|  | Mark (/20) |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |
| ***Presentation (25%)*** | |  |  |  |  |  |  |
| Correct length (2000 words target)? | |  |  |  |  |  |  |
| Writing readily understood? | |  |  |  |  |  |  |
| Quality of grammar, syntax and spelling | |  |  |  |  |  |  |
| References presented according to instruction? | |  |  |  |  |  |  |
| Instructions about layout followed? | |  |  |  |  |  |  |
| Diagrams of good quality? Relevant? Referred to in text? | |  |  |  |  |  |  |
| Appropriate captions for diagrams? | |  |  |  |  |  |  |
| Source of diagram noted if not the author’s original work? | |  |  |  |  |  |  |
| Overall the report conveys enthusiasm for the topic and generates reader interest and interest in the topic? | |  |  |  |  |  |  |
|  | Mark (/20) |  | Overall mark (/20) | | | | |

Some feedback comes from where the tick boxes are in the table above. Further comments here please from the marker, including at least two comments on things that went well, and at least two suggestions of how the report might be improved.