

Report Rubric

Remember, expectations will change over time, from teacher to teacher, and subject to subject. This rubric is an example, and should be changed to fit the current situation.

Adapted from <http://www.sdcoe.k12.ca.us/score/actbank/reportrub.html>

	Beginning 1	Developing 2	Basic 3	Accomplished 4	Score
RESEARCH FOCUS	Totally unrelated to topic at hand	Remotely related to topic at hand	Somewhat relevant to topic at hand	Directly relevant to topic at hand	
ORGANIZATION	Not organized, events make no sense	Some organization, events jump around, start and end are unclear	Organized, though events are somewhat jumpy	Good organization, events are logically ordered, sharp sense of beginning and end	
QUALITY OF INFORMATION	Unable to find specific details	Details are somewhat sketchy	Some details are non-supporting to the subject	Supporting details specific to subject	
GRAMMAR & SPELLING	Very frequent grammar and/or spelling errors	More than three errors	Only one or two errors	All grammar and spelling are correct	
VOCABULARY	Needs descriptive words	Vocabulary is constant, details lack "colour"	Vocabulary is varied, supporting details need work	Vocabulary varied, supporting details vivid	
NEATNESS	Illegible writing, loose pages	Legible writing, some ill-formed letters, print too small or too large, papers stapled together	Legible writing, well-formed characters, clean and neatly bound in a report cover, illustrations provided	Word processed or typed, clean and neatly bound in a report cover, illustrations provided	
TIMELINESS	Report handed in up to one week late	One or two days late	On time	Before due date	
TOTAL					