

CATEGORY	4	3	2	1
Formatting	Uses proper formatting. Third person, past tense used consistently. All documents complete and stapled correctly.	Significant attempt made at using third person, past tense. Documents complete and stapled correctly.	Formatting errors. Little attempt at third person, past tense. Missing some documents or not stapled correctly.	No attempt at formatting. Does not use third person, past tense. Missing many documents.
Proof Reading	One or fewer errors in spelling, punctuation and grammar. Does not use words such as experiment, lab, purpose, etc. Crafts sentences that make sense even without such words.	Two or three errors in spelling, punctuation and grammar. Does not use words such as experiment, lab, purpose, etc. Sentences may be a bit awkward but significant attempts were made.	Four errors in spelling, punctuation and grammar. Uses words such as experiment, lab, purpose, etc but sentences make sense.	More than 4 errors in spelling, punctuation and grammar. Sentences are constructed so poorly that they make little sense or are very difficult to read.
Abstract x 2	Includes all necessary info. Is short, concise, and uses named lab techniques.	Is not short, concise, or may not use named lab techniques.	Missing one piece of necessary info. Includes unnecessary info.	Missing several pieces of necessary info, or is significantly too long.
Materials x 2	All materials/setup clearly and accurately described. Includes labeled drawings if applicable.	Almost all materials/setup clearly and accurately described. Drawings not labeled if they are included.	Most of the materials are accurately described. No drawings included when needed.	Many materials are described inaccurately or are not described at all.
Procedures x 2	Procedures are listed in clear detailed steps. Uses complete sentences. All steps rephrased in original wording.	Procedures listed in a logical order, but not in complete sentences or not detailed.	Procedures listed but not in a logical order or are difficult to follow.	Does not accurately list the steps of the experiment, are worded to similarly to the handout or are directly copied from handout.

Points Earned	
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Points Possible	32
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