| **Evaluation criteria written report** (scores are given in the blue text boxes)**5= excellent 4= very good 3= good, ok 2= needs to be improved 1= unsatisfactory** |
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| **CONTENT** |  |
| Is the problem embedded in a scientific context? |
| Is the report’s structure logical and scientifically correct?  |
| Are the research questions and sub-questions relevant?  |
| Was sufficient data collected?  |
| Does the data effectively answer the research questions?  |
| Are the study and report coherent? Is there a thread running through the report? |
| Are specific terminology and/or abbreviations sufficiently explained? |
| Is the conclusion clear? Does the conclusion answer the research questions? |
| ***Additional criteria to be added by the lecturer, according to requirements described in the report brief:*** |
| **STYLE of WRITING and USE of LANGUAGE**  |  |
| Is the style of writing sufficiently formal, concise and scientific?  |
| Is the style of writing sufficiently dynamic/fluid?  |
| Were grammar and spelling mistakes corrected?  |
| Are all sources used in the text sufficiently and correctly referenced (check plagiarism)?  |

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| **STRUCTURE** |  |
| The report should be organized as follows, if relevant:* Index
* Introduction
* Body
* Conclusion
* Reference list
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| Does the report have an appropriate cover sheet? |
| Is the structure of the text logical in terms of sufficient chapters, sections and paragraphs?  |
| Are the titles and subtitles sufficiently informative?  |
| **LAYOUT**  |  |
| Is the layout formal, clean (or carefully edited) and consistent?  |
| Were the correct types of graphs and/or tables used? |
| Are all graphs and tables numbered?  |
| Are the captions of tables (to be placed above the table) and figures (to be placed below the figures) correct and informative?  |
| Is the layout of the figures sufficiently adequate: font size, legend, readability, ...? |
| Does the text correctly introduce/refer to tables and figures?  |
| Are the references in the text and the reference list technically complete and correct? |

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| ***Additional comments if the score is below 3:*** |

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| **Some basic tips for giving feedback** |
| Use **the final competences of the course** and the **learning objectives of the task** as base for feedback.*It is essential that the description of the task and the used evaluation criteria are clear and complete.* |
| Emphasize **changeable and desirable** behaviour.Do not only focus on what is not good, but especially focus on what is requested to achieve a satisfactory result. *Students need to learn from feedback* |
| Feedback needs to be **specific** and **understandable**. Describe as clearly as possible what needs to be improved.*e.g.* ***DON’t*** *say: This is not sufficient; but* ***DO*** *say e.g.: Don’t use abbreviations.* |