| **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** | |
| --- | --- |
| **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)? | |

|  |  |
| --- | --- |
| **STRUCTURE** |  |
| The report should be organized as follows, if relevant:   * Index * Introduction * Body * Conclusion * Reference list | |
| 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? | | |

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

|  |
| --- |
| **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.* |