ASET Technical Report Marking Rubric

Applicant Name:

Report Title:

Discipline:

Applicant ASET ID:

Assessment	Excellent (90-100%)	Good (70-89%)	Acceptable (50-69%)	Not Acceptable (<49%)
Executive Summary /Abstract	Gives a clear, strong, and accurate summarization of the information provided in the report. Allows the reader to make a decision based solely on this section. Main points are all addressed as are the conclusions/recommendations. (9-10)	Gives a good summarization of the report and the main conclusions/ recommendations. Reader can clearly understand what the report is about and why he/she should be reading it. Stands alone and does not include any citations. (7-8)	Fair abstract, but it is not fully clear why the reader should read the report or what the main conclusions/ recommendations are. Reader would likely still need to read the report to make a decision. May include citations, which should be excluded. (5-6)	Attempt at an executive summary or abstract. It is not clear why the reader should read the report or what he/she is supposed to be learning from the report. Could either be too long and confusing or too short to give any real information. May include citations, which should be excluded. (0-4)
/10	**Comments:**			
Introduction	Author clearly and concisely introduces the topic and the reasons why the report is being written. Lays out a clear structure for the rest of the report and what questions the report will answer. Background information on the topic is relevant and adequate for the reader. (5)	Good introduction to the topic of the report and the reasons why it was written. Background information included is good, but may lack some detail. Decent introduction to the central question(s) of the report. (4)	Fair introduction to the report. Some confusion regarding the reasons why the report is being written or what questions are to be discussed/ answered. Background information could be stronger and provide more detail on the topic. (3)	Inadequate introduction. Little to no background information and the reader does not know what questions are to be answered in the report. Not clear why this report has been written or why it should be read. (1-2)
/5	**Comments:**			

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Assessment	Excellent (90-100%)	Good (70-89%)	Acceptable (50-69%)	Not Acceptable (<49%)
Technical Content	Author has solved an engineering or applied science issue and has demonstrated a critical analysis of a technical issue. The procedure used and data collected are both clearly defined; Describes concepts and technologies clearly; Creates logical, credible, audience-appropriate claims that are well supported by examples and case studies; Provides a valid, well-supported, useful technical analysis (36-40)	Author has attempted to solve engineering or applied science problem and has demonstrated critical analysis of a technical issue. Procedure used and data collected are defined. Concepts and technologies are well explained but could be clearer. Claims are supported by examples and data. Provides a solid technical analysis. (28-35)	Author has attempted to solve an engineering or applied science problem and has somewhat succeeded. The critical analysis of the technical issues could be expanded and developed further. The procedure used and data collected are listed, though at times it is unclear as to why this methodology is being used. Concepts and technologies could be better explained for the reader. Technical analysis provided is sufficient, though limited. (20-27)	Author has attempted to solve an engineering or applied science problem and has failed to resolve it. Little to no technical analysis of the problem and what is provided is unsupported or poorly supported by examples and data. Procedure and data collected are unclear to the reader. Concepts and technologies used are not clearly described, either due to over technical language or not enough clarification. Unclear how the problem is to be solved or if it has been. (0-20)
/40	**Comments:**			
Conclusion/ Recommen-dations	Conclusions are logical based on the body of the report. Conclusions/ recommendations are well substantiated and supported by the evidence in the report. Conclusions demonstrated critical thinking and evaluations skills. Conclusions are directly related to the stated outcomes in the introduction of the paper. Conclusions clearly demonstrate senior technologist level academics, competency and level of practice. (18-20)	Conclusions can be easily drawn from the body of the report and are well supported. Critical thinking is demonstrated, though some thoughts could be developed further. Conclusions address the stated outcomes from the introduction. Demonstrates technologist level academics, competency and level of practice. (14-17)	Some relevant conclusions are identified; shows comprehension, but limited critical analysis. Conclusions are related to stated outcomes, but not all outcomes are addressed, no significant errors or omissions. Demonstrates entry level technologist academics, competency and level of practice. (10-13)	Few if any conclusions are drawn or recommendations made. Author is summarizing what has already been said rather than critically analyzing results to provide recommendations or concrete conclusions. The conclusions provide do not relate to or answer the outcomes set out at the beginning of the report. Does not demonstrate technologist level academics, competency, or level of practice. (0-9)
/20	**Comments:**			

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Assessment	Excellent (90-100%)	Good (70-89%)	Acceptable (50-69%)	Not Acceptable (<49%)
Exhibits/ Figures	Excellent use of exhibits/ figures throughout the report. Exhibits added clarity to the report and were well integrated with overall text. Larger exhibits were found in the annex, if applicable. Exhibits were clearly labelled and their relevancy was explained well in the text of the report. The correct exhibits were used and enough were used to properly explain the relevant concepts. (9-10)	Exhibits used throughout the report were good. The formatting of the exhibits was acceptable and the relevance of the exhibits was explained well. It is clear to the reader why the exhibits were included and helped the reader understand the report. (7-8)	Decent exhibits throughout the report. Not always immediately clear to the reader what the relevance of the exhibit was to the overall report, although the reader could discern how the exhibit was related to the text. Some formatting errors that broke up the flow of reading the report and made it difficult to follow at times. Had to re-read to understand the significance. (5-6)	Exhibits were poorly used throughout the report. The relevancy of exhibits was not immediately clear to the reader and became distracting. Large exhibits were included in the text of the report. Overall quality and usage of exhibits was poor and those used did not contribute to the reader's comprehension or understand, but added confusion. (0-4)
/10	**Comments:**			
References	Wide range of recent primary and credible sources used; overall quality of sources is excellent. Citations are all correct and complete. Can easily confirm references.(9-10)	Good range of literature used; most sources are primary sources and are fairly recent. Most references are complete and correct although there may be a few minor mistakes. (7-8)	Fair number of references although they are mostly not primary sources or peer reviewed. References are completed, but contain a number of errors. May be difficult to use the citations. (5-6)	Limited references of low quality (i.e. websites, non-peer reviewed). Basic texts/sites. Referencing is incorrect and full of errors. Could not be used to substantiate information. (0-4)
/10	**Comments:**			
Format	Structure is clear and can easily follow the flow of the document. Report is logical and main body is well laid out. Formatting guidelines have all been followed. (5)	Structure allows the reader to follow the argument, with a clear layout. Main points are easily understood. Adequate formatting. (4)	Main sections have decent structure. Sometimes difficult to follow the train of thought. Did not following format guidelines or had significant errors. (3)	Poor structure that was very disorganized. Difficult to read and find the main arguments of the report. Formatting guidelines not followed. (0-2)
/5	**Comments:**			

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Spelling/ Grammar	One point is to be deducted for each spelling/grammar mistake, up to a maximum of 10 points. **(If not required, leave blank)**
/10 *Enter as negative to deduct point(s)*	**Comments:**
Final Mark *Pass mark is 65%* **/100** **Auto Calculated**	**Overall Report Comments:**

Reviewer, please provide detailed reasons and comments regarding the overall score provided. The Final Mark score will auto- calculate. This marking rubric (with the reviewer's name/ID removed) will be provided to the applicant after the evaluation has been completed and returned to ASET Staff.

Reviewer Name:

Reviewer ASET ID:

Date of Review: