Formal Laboratory Report Rubric

Teacher Use Only	
Total points:	
Possible points:	72
Grade:	

Title: _____

Name: _____ Block: _____

As you write your report, mark the boxes and blanks in the *student* (st) column (☐☒) for each item you believe you have done correctly. (If you think you left something out or didn't do it correctly, *don't* check the box for it.) Note that not all checkboxes apply to all reports. The teacher will mark the checkboxes in the left (tc) column and the totals for each section. Give some thought to this process—you get points for accurate assessment of your work!

Title & Author

tc st
- ☐ ☐ title relates to experiment
- ☐ ☐ title is descriptive (some mention of materials and what was done)
- ☐ ☐ name(s) of lab partner(s) listed

Total: ____ /3
tc

Abstract

tc st
- ☐ ☐ summarizes procedure including key materials
- ☐ ☐ summarizes results
- ☐ ☐ summarizes analysis & likely sources of error (if any)
- ☐ ☐ concise (no more than 200 words)
- ☐ ☐ past tense

Total: ____ /5
tc

Introduction

tc st
- ☐ ☐ summarizes background
- ☐ ☐ describes problem/motivation for experiment
- ☐ ☐ objective of experiment clearly stated
- ☐ ☐ all information cited appropriately

Writing/Content Quality (1–3): ____ /3
tc.

Total: ____ /7
tc

Materials and Methods

tc st
- ☐ ☐ included
- ☐ ☐ conveys experimental procedure
- ☐ ☐ includes adequate detail
- ☐ ☐ free from errors (describes procedure as performed)
- ☐ ☐ describes what was done (independent variable) and what was observed/measured/tested (dependent variable)
- ☐ ☐ negative & positive controls included
- ☐ ☐ all key materials & equipment mentioned/described
- ☐ ☐ all chemicals fully described (names, formulas, concentrations, & quantities)
- ☐ ☐ correct format (narrative paragraphs, materials mentioned within procedure and not listed separately)
- ☐ ☐ past tense

Total: ____ /10
tc

Results

tc st
- ☐ ☐ complete data included
- ☐ ☐ all measurements include correct units
- ☐ ☐ all data recorded to sufficient precision (usually 3 significant figures)
- ☐ ☐ data organized into tables & charts for easy interpretation
- ☐ ☐ all figures, tables & diagrams labeled/described adequately, including titles
- ☐ ☐ figures & tables numbered independently & sequentially, and mentioned/introduced in text
- ☐ ☐ columns of tables and axes of graphs contain labels & titles
- ☐ ☐ section does not include interpretations/conclusions

Total: ____ /8
tc

Discussion

tc st
- ☐ ☐ analysis of results included
- ☐ ☐ analysis correct & follows from data
- ☐ ☐ analysis complete
- ☐ ☐ calculations/formulas shown
- ☐ ☐ significant figures correct in calculations
- ☐ ☐ calculations done correctly
- ☐ ☐ units labeled correctly
- ☐ ☐ percent error included
- ☐ ☐ published values given & cited
- ☐ ☐ possible sources of error described
- ☐ ☐ section free from factual/conceptual errors

Writing/Content Quality (1–3): ____ /3
tc.

Total: ____ /14
tc

Conclusions

tc st
- ☐ ☐ evaluates whether objective of experiment was met
- ☐ ☐ gives suggestions for future experiments

Total: ____ /2
tc

Works Cited (Bibliography)

tc st
- ☐ ☐ all sources listed
- ☐ ☐ full bibliographic info given (author, title, publisher/URL, date, pages)
- ☐ ☐ all information from outside sources cited properly

Total: ____ /3
tc

Writing, Grammar, Spelling

tc st
- ☐ ☐ comprehensible
- ☐ ☐ all sections clearly labeled and in correct order
- ☐ ☐ all information in appropriate section of report
- ☐ ☐ appropriate terminology/vocabulary used
- ☐ ☐ free from spelling, grammatical or typographical errors
- ☐ ☐ free from first or second person pronouns (*e.g.,* I, you, my, your, *etc.*) and contractions

Overall quality of writing (1–3): ____ /3
tc.

Total: ____ /9
tc

Appearance, Timeliness, Etc.

tc st
- ☐ ☐ text of report typed
- ☐ ☐ figures and graphs neat & legible
- ☐ ☐ turned in on time (2 points)
- ☐ ☐ turned in no more than 2 days late (5 points)
- ☐ ☐ rubric sheet completed
- ☐ ☐ student's rubric sheet agrees with teacher's (±5 items)

Total: ____ /11
tc

Writing/Content Quality: 1 = poor; 2 = adequate; 3 = exemplary

poor [1]:	Fails to convey information adequately or significant information or analysis lacking.
adequate [2]:	Conveys most or all of necessary information but might ramble, use colloquialisms. Detail and/or analysis may be minimal.
exemplary [3]:	Conveys all necessary information including thorough detail and analysis. Concise, and logical, using appropriate language & terminology.