

Technical Report Evaluation Rubric

1 Writing Performance Levels

Purpose: Evaluate a student's ability to write a technical report.

Student Name: _____ **Evaluator:** _____

Ranking: On a scale from 1 (lowest performance) to 10 (highest performance), assign points to each dimension based on the criteria below.

Writing Dimensions/ Weight	Does Not Meet Expectations (1-3 points)	Meets Expectations (4-7 points)	Exceeds Expectations (8-10 points)	Score
Structure 20%	Paragraphs are poorly organized; use of sections is illogical and hinders document navigation	Paragraphs are usually well-organized; use of sections is logical and generally allows easy navigation of the document	All paragraphs are well-organized; use of sections is logical and allows easy navigation through the document	
Graphics 20%	Graphical documents, sketches, maps, etc. are of poor quality and fail to support the text	Graphical documents, sketches, maps, etc. are of good quality and adequately support the text	All graphical documents, sketches, maps, etc. are creative, professional and strongly support the text	
Figures, Tables, and Equations 15%	Figures, tables and equations are not clearly or logically identified and fail to support the text	Some figures, tables and equations are clearly and logically identified and adequately support the text	All figures, tables and equations are clearly and logically identified and strongly support the text	
Formatting 15%	Document is formatted poorly and lacks a quality cover page and index	Formatting of the document is generally consistent and adequate, and includes a good quality cover page and index	Formatting of the document is professional and includes a professional cover page and index	
Mechanics 15%	Sentences are poorly written; there are numerous incorrect word choices and errors in grammar, punctuation and spelling	Sentences are generally well-written; there are a few incorrect word choices and errors in grammar, punctuation and spelling	Sentences are well-written; there are no incorrect word choices and the text is free of errors in grammar, punctuation and spelling	
Documentation and References 15%	Fails to correctly document any sources or to utilize appropriate citation forms	Most sources are correctly documented; appropriate citation forms are generally utilized	All sources are correctly and thoroughly documented; appropriate citation forms are utilized throughout	
Total 100%	Writing Criteria			

2 Technical/Content Performance Levels

Student Name: _____ Evaluator: _____

Ranking: On a scale from 1 (lowest performance) to 10 (highest performance), assign points to each dimension based on the criteria below.

Technical Dimensions/ Weight	Does Not Meet Expectations (1-3 points)	Meets Expectations (4-7 points)	Exceeds Expectations (8-10 points)	Score
Overview 10%	Fails to provide an overview and define the scope of the work	Provides an adequate overview and general explanation on the scope of the work	Provides a thorough overview and thoroughly defines the scope of the work	
Reliable Data from Credible Sources 10%	Data not reliable and fails to provide reference to source of data	Adequately describes selection of data and provides a general explanation on source of data	Provides in-depth explanations on data selection and credible sources with clear and complete references	
Design Constraints and Assumptions 15%	Fails to discuss design constraints and alternatives; provides no justification for assumptions	Adequately explains and justifies the design constraints, design alternatives and assumptions used	In-depth explanations and justifications are provided on design constraints, alternatives and assumptions used	
Theoretical Explanations 20%	Fails to adequately cover theoretical explanations	Adequately addresses theoretical explanations	Demonstrates in-depth research and analysis	
Design Criteria, Sample Calculations and Simulations 20%	Fails to provide appropriate design methodology, relevant sample calculations, and simulations	Demonstrates adequate level of design criteria and relevant sample calculations and appropriate simulations	Provides in-depth explanations on design criteria, thoroughly discusses all required calculation steps and uses simulations where necessary	
Social Impact 10%	Fails to address possible societal needs and the social impact of the work	Describes some possible societal needs and the social impact of the work	Describes in-depth possible societal needs and the social impact of the work	
Environmental Issues 10%	Fails to describe any potential environmental issues	Describes some potential environmental issues	Provides in-depth description of numerous potential environmental issues	
Previous Work/ Future Work 5%	Fails to summarize previous work or to discuss future work	Adequately summarizes previous work and discusses potential future work	Provides a thorough summary of previous work and proposes and discusses future work in detail	
Total 100%	Technical/Content Criteria			