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| **CATEGORY** | **4** | **3** | **2** | **1** |
| **Formatting** | Uses proper formatting. Third person, past tense used consistently. All documents complete and stapled correctly. | Significant attempt made at using third person, past tense. Documents complete and stapled correctly. | Formatting errors. Little attempt at third person, past tense. Missing some documents or not stapled correctly. | No attempt at formatting. Does not use third person, past tense. Missing many documents. |
| **Proof Reading** | One or fewer errors in spelling, punctuation and grammar. Does not use words such as experiment, lab, purpose, etc. Crafts sentences that make sense even without such words. | Two or three errors in spelling, punctuation and grammar. Does not use words such as experiment, lab, purpose, etc. Sentences may be a bit awkward but significant attempts were made. | Four errors in spelling, punctuation and grammar. Uses words such as experiment, lab, purpose, etc but sentences make sense. | More than 4 errors in spelling, punctuation and grammar. Sentences are constructed so poorly that they make little sense or are very difficult to read. |
| **Abstract x 2** | Includes all necessary info. Is short, concise, and uses named lab techniques. | Is not short, concise, or may not use named lab techniques. | Missing one piece of necessary info. Includes unnecessary info. | Missing several pieces of necessary info, or is significantly too long. |
| **Materials x 2** | All materials/setups clearly and accurately described. Includes labeled drawings if applicable. | Almost all materials/setup clearly and accurately described. Drawings not labeled if they are included. | Most of the materials are accurately described. No drawings included when needed. | Many materials are described inaccurately or are not described at all. |
| **Procedures x 2** | Procedures are listed in clear detailed steps. Uses complete sentences. All steps rephrased in original wording. | Procedures listed in a logical order, but not in complete sentences or not detailed. | Procedures listed but not in a logical order or are difficult to follow. | Does not accurately list the steps of the experiment, are worded to similarly to the handout or are directly copied from handout. |

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| **Points Earned** |  |
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| **Points Possible** | **32** |

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| **CATEGORY** | **4** | **3** | **2** | **1** |
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| **Points Earned** |  |
|  |  |
| **Points Possible** | **32** |