**Weekly Report Marking Rubric**

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| Criteria | Fail | C/D | B | A | Weighting 100 |
| **Description of action plan for the current week.** | The current action plan is inadequate and unclear.  Poor knowledge and understanding of project sub-tasks and the process of accomplishing them. | The current action plan lacks some detail.  Limited knowledge and understanding of project sub-tasks and the process of accomplishing them. | Good outline of the current action plan in a concise manner but greater clarity is needed.  Good knowledge and understanding of project sub-tasks and the process of accomplishing them. | Excellent outline of the current action plan in a clear, concise, and comprehensive manner.  Excellent knowledge and understanding of project sub-tasks and the process of accomplishing them. | 30 |
| **Description of Challenges and Issues** | Poor description of the project or sub-task challenges or issues. | A satisfactory description of the project or sub-task challenges or issues. | Good description of the project or sub-task challenges or issues. | Excellent description of the project or sub-task challenges or issues. | 30 |
| **Description of action plan for the next week.** | The next action plan is inadequate and unclear.  Poor knowledge and understanding of methods and techniques to use in accomplishing the set task. | The next action plan lacks some detail.  Limited knowledge and understanding of methods and techniques to use in accomplishing the set task. | Good outline of the next action plan in a concise manner but greater clarity is needed.  Good knowledge and understanding of methods and techniques to use in accomplishing the set task. | Excellent outline of the next action plan in a clear, concise, and comprehensive manner.  Excellent knowledge and understanding of methods and techniques to use in accomplishing the set task. | 30 |
| **Written**  **Presentation** | Poor written presentation(poor language usage and many grammatical errors). | Adequate written presentation (adequate language usage and multiple grammatical errors). | Good written presentation(good language usage and limited grammatical errors) | Excellent, concise written presentation (excellent language usage and little or no grammatical errors  Clear & logical presentation. | 10 |