ASSIGNMENT INFORMATION SHEET

Student's Name: Assignment Grade:

Note: The rating scale is an indication of areas in which improvement may be needed. It is not an exact breakdown of the mark.

Itemised Rating Scale

	A	B	C	D	E

A.   Definition of Topic

		A	B	C	D	E
1	Is there evidence that the set topic is understood and its main points addressed?	☐	☐	☐	☐	☐
2	Are any self-imposed limits on the essay topic clearly defined and answered?	☐	☐	☐	☐	☐

COMMENT:

B.   Argument and Structure of Assignment

		A	B	C	D	E
3	Does the essay develop a clear and reasoned argument?	☐	☐	☐	☐	☐
4	Does the introduction present a clear statement of the issues to be covered?	☐	☐	☐	☐	☐
5	Does the essay have a clear structure of organization in which:	☐	☐	☐	☐	☐
	• the main point are developed logically and coherently	☐	☐	☐	☐	☐
	• the relevance of the material to the argument is clear	☐	☐	☐	☐	☐
6.	Is there an effective conclusion which draws together the main points?	☐	☐	☐	☐	☐

COMMENT:

C.   Scope and Depth of Treatment of the Topic

		A	B	C	D	E
7.	Do the References show evidence of adequate reading and research?	☐	☐	☐	☐	☐

Itemised Rating Scale

	A	B	C	D	E

8. Is there evidence in the text of the essay that the Reference has been fully utilized? ☐ ☐ ☐ ☐ ☐

9. Are the issues and ideas analyzed at sufficient depth? ☐ ☐ ☐ ☐ ☐

10. Is there effective use of evidence, examples, sources and quotations in support of the argument? ☐ ☐ ☐ ☐ ☐

11. Is there an adequate level of originality, creativity and synthesis of materials? ☐ ☐ ☐ ☐ ☐

12. Are there any attempts to show understanding of the issues raised? ☐ ☐ ☐ ☐ ☐

COMMENT:

D. Presentation

13. Comment on fluency and style of writing. ☐ ☐ ☐ ☐ ☐

14. Mechanics:

    o spelling, grammar, paragraphing ☐ ☐ ☐ ☐ ☐

    o presentation of data: effective use of figures and tables, correct use of unit and quantities ☐ ☐ ☐ ☐ ☐

15. Are sources adequately acknowledged in the References? ☐ ☐ ☐ ☐ ☐

16. Are the References presented correctly? ☐ ☐ ☐ ☐ ☐

17. Are references cited correctly in the text? ☐ ☐ ☐ ☐ ☐

COMMENT: