

Report Evaluation Form
Software Quality Assurance (CSE3423)
Semester 1 2023/2024

PLO3-C4: Group Report – 20%

Criteria	Sub Criteria	1 mark	2 marks	3 marks	4 marks
Ability to Seek Relevant Information From a Various Source	Method use to find information	Does not focus on key sources, or not selective in finding information	Obtains relevant information from key sources but not effective use of skimming	Obtains relevant information from key sources and makes effective use of skimming strategies	Obtains relevant wide-ranging information from key sources quickly using skimming and search strategies(index, key words)
	Evaluating Information	Know how to apply Boolean strategies to narrow the focus of the search for online information	Know how to search, collect, and evaluate resources from a variety of locations online, and construct a linked list of resources	Know how to conduct an advanced search using Boolean logic and other sophisticated search functions	Know how to research and evaluate the accuracy, relevance, appropriateness, comprehensiveness
Ability to Manage/Access Information	Integrating Information	Has difficulty in understanding where information fits	Uses given information appropriately with assistance	Adds given information appropriately to own information	Integrates given information with own information
	Organizing Information	Has difficulty organizing information, and cannot use appropriate technology (e.g., spreadsheets)	With assistance, can use appropriate technology to organize information	Independently organizes information using appropriate technology	Independently organizes information using appropriate technology and a recognized system of organization (e.g., alphabet, subject, topic)
	Technology used	Uses a limited number of different technologies to access and manage	Uses a limited number of different technologies to access and manage information with moderate	Usually uses a variety of technologies to access and manage information	Consistently and accurately uses a variety of technologies to access and manage information
	Structure	Some report structure visible in the report	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

Ability to prepare a complete report I	Graphics	Some graphics visible in the report	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	Some figures visible in the report	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
Ability to prepare a complete report II	Formatting	Formating visible in the report	Document is formatted poorly and lacks a quality cover page and index 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	Report visible	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 & References	Some documentations visible in the report	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