CATEGORY	4	3	2	1
Components of the report	All required elements are present, in the proper order and **additional elements** (e.g., complete procedure, questions, etc) have been added.	All required elements are present and they are in the proper order.	One required element is missing or in the wrong order.	Several required elements are missing or in the wrong order.
Appearance/Organization	Lab report is typed and organized **above and beyond** what was expected. (eg. Colour)	Lab report is typed and organized as expected. (see format sheet)	Lab report is a mix of handwriting and typing and/or not organized according to the format sheet.	Lab report is handwritten or typed with cross-outs, multiple erasures and/or tears and creases
Data (observations)	**Professional looking** and accurate representation of the data in tables and/or graphs. Graphs and tables are labelled and titled.	Accurate representation of the data in tables and/or graphs. Graphs and tables are labelled and titled.	Accurate representation of the data but not easily read.	Data is not shown OR are inaccurate.
Spelling, Punctuation and Grammar	No errors in spelling, punctuation and grammar in the report.	A couple of errors in spelling, punctuation and grammar in the report.	Quite a few errors in spelling, punctuation and grammar in the report.	Many errors in spelling, punctuation and grammar in the report.
Safety & Clean-up	Lab is carried out with full attention to relevant safety procedures. The set-up, experiment, and tear-down posed no safety threat to any individual. Lab left clean			**Safety goggles were not worn during part of the lab. Lab station was left messy.**