ISU Report Rubric

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|  | Level 1 (20%) | Level 2 (40%) | Level 3 (60%) | Level 4 (80%) | Level 5 (100%) |
| Format –title, title page, page numbers, font, margins/5 marks | Attempted, but major parts missing (e.g. title page) | Attempted, but minor parts missing (e.g. page numbers) | All formatting completed but minor errors or perfect but wrong format. | Formatting is perfect and according to instructions. | Perfect formatting and according to instructions. Title interests the reader.  |
| Grammar and punctuation /10 marks | Readable but many obvious and major errors | Several major errors or many minor errors | A major error or several minor errors | A few minor errors | Perfect |
| Structure /10 marks | Major errors in both sentence and paragraph structure but readable | Major errors in either sentence or paragraph structure – distracts from readability. | Minor errors in either sentence or paragraph structure and/or lacks unity. | No errors in structure. Has unity throughout the report but it’s awkward or obvious. | Perfect structure and unity that adds to the report and is both subtle and strong. |
| Report Structure/10 marks | Introduction indicates the topic but not the headings. Structure is disorganized enough that it requires considerable effort by the reader to comprehend most of the report (rest is still unclear). A conclusion is attempted. Key figures are missing or figures are not referred to in the text.  | Introduction leaves out some of the report’s structure. In a few places the structure is obviously disorganized or unclear requiring effort by the reader to understand the report fully. Information is somewhat disorganized. Conclusion somewhat sums up the report. Figures are used but it is obvious important ones are missing or misused.  | Introduction lays out the report’s structure as a simple list. Structure could be reorganized for easier or better reader comprehension. Information generally fits the headings. Conclusion sums up the report. Figures are referred to in the text and most are used/selected effectively.  | Introduction clearly lays out the report’s structure. Structure is reader friendly. Conclusion sums up and gets the reader thinking. Information is clearly laid out under headings. Figures are integrated into the text and used effectively.  | Introduction clearly and subtly lays out the report’s structure. Structure is very reader friendly. Conclusion sums up and gets the reader ready to act. Information is clearly and effectively laid out under headings. Figures are selected and used to the best effect.  |
| Referencing /10 marks | Major errors in formatting or either in-text citation or works cited page is absent  | Minor errors in formatting and/or citations placed incorrectly.  | Perfect format but too few in-text citations or wrong format used perfectly.  | Perfect format but too many in-text citations. | Perfect. |
| Sources (note: separate pages on the same website do not count as separate sources unless the authors are different). /20 marks | 5-10 sources used. Most sources are from 1 type/location. Sources include unreliable, dated, or obviously unreliable material. There are many sources that are not relevant to the report’s content. | 10-15 sources used and most are reliable and/or respected. Very heavy reliance on one type, some sources that are dated/unreliable. There are some sources that are not relevant to the report’s content.  | 15-20 sources used, most are reliable and /or respected. Heavier reliance on one type of source, some dated or unreliable sources used. Sources should cover most aspects of the topic. | 20-25 reliable sources used, stakeholders are all addressed. Sources selected for reliability and investigating all parts of the topic.  | Over 25 sources used, all types used fairly equally, most reliable sources used, balance of sources used from stakeholders. Sources are thoughtfully selected for reliability and thoroughly investigating the topic. |
| Issue (Difficulty)/10 marks | You have a legal angle but your topic lacks controversy or significant parts of your report fail to make the connection to the legal angle but your subject is controversial.  | Topic is debated but lacks controversy for most people. Most of the focus is legal but parts stray into other areas.  | High level of controversy but topic has been ongoing (in the public eye now but also when your parents were teens….) | High level of controversy that is current, relatively recent, and in the public eye. An older topic that has taken a very new twist.  | High level of controversy but lacks public awareness |
| Thoroughness and unbiased./50 marks | Major errors that are noticeable in either background or stakeholders. Crossed the border from report to an essay. Sections that are irrelevant to the topic. There is only a limited amount of legal focus in the report.  | A limited amount of errors or noticeable material is missing from either background or stakeholders. Bias is obvious. Report contains substantial sections that are unnecessary. Substantial parts of the report lacks legal focus. | All information is accurate but lacks a limited amount of material needed to fully understand all stakeholders and their viewpoints. A small amount of background material is missing or inaccurate or there is too much background material. A limited amount of bias can be seen. Report is too wordy. In a few places the report strays from the legal focus unnecessarily. | All stakeholders and their viewpoints are accurately represented. All necessary background information is included. It is obvious the author is unbiased. Report is thorough without being wordy. The report revolves around the legal focus. | The reader thoroughly comprehends the viewpoints of all stakeholders without the author demonstrating any bias nor including excess background. Author masterfully balances thoroughness, conciseness, and readability. The report masterfully revolves around the legal focus.  |
| Proof (how well the proof is gathered, used, and analysed)/20 marks | Very limited proof supplied for the report or misuse of proof. Your proof is contradictory in places or is totally irrelevant in many spots.  | Heavy reliance on just one source or type of source. There are noticeable holes in the way the proof is used (or not used) to support the report and its parts. A few obvious minor errors in proof usage. | Limited variety of sources are used with reliance on 1 source or type of source. While proof develops the report and its parts; it lacks analysis and stronger proof was available in spots. | Good variety of sources used that mostly support each other and are somewhat analysed. Primary and secondary proof are well used.  | Wide variety of reliable sources are used to support each other plus they are thoughtfully analysed. Primary and secondary proof are thoughtfully chosen and utilized. |

Note: Marks under 20% will be given. If there is nothing (e.g. no works cited and no in-text citation) then the mark is obviously zero for that category.