

School of Health Sciences

Student name:

Criteria for self- assessment of the structure, format and presentation of reports.

This guide will help you check your report assignment prior to submission. Please attach it to the back of your assignment, following the reference list. If you have difficulty with any of the points mentioned you should visit the UniLearning website (<http://unilearning.uow.edu.au>)

Criteria for Reports	Student Yes/No	Marker S/NS*
1. Introduction		
• Does it explain the purpose of the report?		
• Does it define the main issues?		
• Does it guide the reader to the main sections (body) of the report?		
2. Body		
• Does it use numbered headings and subheadings?		
• Does it progress in well connected paragraphs?		
• Does it present factual and objective information appropriately analysed?		
• Have you provided evidence for your statements?		
3. Conclusion		
• Does it draw the main points together?		
• Does it summarise all the material?		
• Does it recommend solutions to any problems?		
4. Grammatical accuracy		
• Is your paragraphing clear (indented first line or line space left)?		
• Does the body of each paragraph explain and develop the first (key) sentence?		
• Did you spell check?		
5. Plagiarism		
• Have you used your own words to make your points or, when using the words of others, used quotation marks and acknowledged your source?		
• Have you looked at the university's plagiarism policy on the web? (www.uow.edu.au/handbook/courserules/plagiarism.html)		
• Does the referencing conform to the Harvard Standard? (see Student Handbook under information for current students)		
• Is the material in the reference list cited in the report and vice versa?		
6. Executive summary		
• Does it provide a brief overview of the topic?		
• Does it summarise the main findings and recommendations?		
7. Format		
• Are the font size, line spacing, margins appropriate (or as required by the subject)?		

* S/NS = Satisfactory or Not Satisfactory

Marker comments