

# Lab Report Checklist

Name: \_\_\_\_\_

Lab Title: \_\_\_\_\_

Elements	Assessment Check
<b>Scientific Investigation Content</b>	
• Eight scientific investigation components are used	
• Scientific investigation components heads correct type of information	
• Each component builds on the previous component	
• Correct, clear, and complete information is given for each component	
• Diagram(s) is used accurately when applicable	
○ Relevant and accurate title centered at the top of the diagram(s)	
○ Drawn with attention to details	
○ Labeling is correct, clear, and complete	
○ Diagram(s) is referenced with a label (e.g. Figure A)	
• Table(s) is used accurately when applicable	
○ Relevant and accurate title centered at the top of the table(s)	
○ Columns headed with appropriate names	
○ Rows headed with appropriate names when applicable	
○ Independent variable's data is listed first and in appropriate increments when applicable	
○ Dependent variable's data is listed in appropriate order	
○ Accurate units are indicated with quantitative observations	
○ Data is organized	
○ Data is authentic	
○ Table(s) is referenced with a label (e.g. Table A)	
• Graph(s) is used accurately when applicable	
○ Relevant and accurate title centered at the top of the graph(s)	
○ Both axes <b>OR</b> circumference is drawn neatly	
○ Correct variables are applied to both axes	
○ Axes <b>OR</b> slices are labeled with correct variables' names	
○ Correct units are used for axes <b>OR</b> slices	
○ Each axis is scaled in one multiple	
○ Words or scaled numbers are spaced evenly starting at the origin	
○ User friendly key constructed when applicable	
○ Graph(s) covers 2/3 of paper	
○ Stacked data is color <b>OR</b> design coded for legend purposes	
○ Graph(s) is referenced with a label (e.g. Graph A)	
<b>Grammar and Mechanics</b>	
• Narrative contains minimal grammatical and mechanical errors	
• Narrative is written in third person	
• Narrative is written in the correct verb tense where applicable	
• No personal information is used [No proper nouns, common nouns, or pronouns are used referring to the experimenter(s) or human subjects]	
<b>Organization</b>	
• The lab report is added to the Table of Contents	
• Pages are numbered on the front and back of each sheet on the top, outer margin of the science journal pages	
• The entry is dated on the first page under the page number	

<ul style="list-style-type: none"> <li>• Relevant title is given at the beginning of the report</li> </ul>	
<ul style="list-style-type: none"> <li>• Scientific investigation components are in order</li> </ul>	
<b>Science Journaling Ethics Requirements</b>	
<ul style="list-style-type: none"> <li>• Content is not accepted unless it is written in black ink. Be sure that the ink does not bleed through the pages.</li> </ul>	
<ul style="list-style-type: none"> <li>• No content is blacked out or white out when mistakes are made. A simple line or X is drawn through the mistake and the content is rewritten.</li> </ul>	
<b>Appearance</b>	
<ul style="list-style-type: none"> <li>• Proper formatting used (i.e. Single spacing between title and sections of components, components labeled, materials are listed, other components are written in paragraph format, and one inch margins at the top and both sides)</li> </ul>	
<ul style="list-style-type: none"> <li>• Appropriate materials are used correctly (i.e. Writing utensil, straight edge, compass, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Neat, clean, and professional (i.e. Attractive, legible, and clutter free)</li> </ul>	
<b>Grade Scale: 8 (100) 7 (94) 6 (88) 5 (81) 4 (75) 3 (69) 2 (63) 1 (56) 0 (50)</b>	

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