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| Introduction | Background  information is  researched and cited.  Hypothesis is stated  in “If…then…”  format and  explained. | Background information is vague or brief. Hypothesis is stated but it is either not explained or not in “If…then…” format. | Background is vague or brief, hypothesis is vague, or background or hypothesis is missing. | No introduction is presented. |
| Materials and Procedure | Materials and amounts are identified. Steps are easy to follow and in paragraph form. | Materials are mentioned but without amounts. Steps are vague but in paragraph form. | Doesn’t provide enough information to represent an experimental procedure. | No materials or methods described. |
| Data & Analysis | Data is complete and relevant. Tables are easy to read and units are provided. Graphs are labeled and show trends. Questions are answered completely and correctly. | One component of data incomplete:  \_\_\_Tables  \_\_\_Graphs  \_\_\_Questions | Two components of data incomplete or one missing:  \_\_\_Tables  \_\_\_Graphs  \_\_\_Questions | Data is brief and missing significant pieces of information. |
| Conclusion | Conclusion summarizes experiment, cites main data and reasoning behind data, addresses hypothesis and evidence that supports or does not support hypothesis, and cites sources of error. | One component of conclusion missing: \_\_\_Summary  \_\_\_Data  \_\_\_Hypothesis  \_\_\_Errors | Two components of conclusion missing: \_\_\_Summary  \_\_\_Data  \_\_\_Hypothesis  \_\_\_Errors | Conclusion is brief and is missing significant pieces of information. |
| Report Quality | Report is well organized with headings clearly labeled. Contains no mechanical errors. Presentation seems polished | Report is organized but no headings are shown. contains some spelling or grammatical errors. | Report is somewhat organized with spelling or grammatical errors. | No attention to quality is shown. |

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