



Laboratory Report Cover Sheet

Staple these completed cover sheets to the front of your report, do not use folders. Read and select the appropriate academic honesty and QA boxes on this sheet, and assess your own report against the marking criteria on the next page; these forms can be filled in on the screen then printed, or printed and then completed. Your assignment will not be marked unless you have completed these forms.

Name: _____

Student number: _____ Group Number: _____

Laboratory Name/Number: _____

This assignment took me: < 3 hrs 3 - 5 hrs 5 - 8 hrs 8 - 12 hrs 12 hrs +

Legitimate co-operation can be defined as any constructive educational and intellectual practice that aims to facilitate optimal learning outcomes through interaction between students. Typical examples of these practices may include

- the researching and writing of joint projects/written works/tutorial papers;
- discussion of general themes and concepts;
- interpretation of assessment criteria;
- informal study/discussion groups;
- strengthening and development of academic writing skills through peer assistance;

Legitimate co-operation is based on the principle that producing the work remains the independent responsibility of the student (or group of students where a joint project is undertaken), while recognising the educational value of interaction between students.

The School of Civil Engineering Statement on Academic Honesty is available from the Civil Engineering Website - <http://www.civil.usyd.edu.au/current/undergraduate/honesty.shtml>.

Academic Honesty Declaration

Please confirm that your assignment meets the academic honesty requirements by ticking each box and signing below:

- This assessment is my own work
- I understand the requirements for academic honesty
- I am aware of plagiarism and its penalties
- I have not re-used previously submitted material in this assignment
- I have not engaged someone else to complete this assignment
- I have retained a duplicate hard copy of this assignment

Quality assurance Declaration

- I have proof read my report
- I have spell checked my report
- I have read the notes on writing a report

Student Signature: _____ Date: _____

THIS FORM CAN BE FILLED IN ON THE SCREEN

Section		Fail	Pass	Credit	Distinction	High Distinction
Calculations		No calculations shown, many errors, careless.	Calculations essentially complete, some errors, little or no explanation.	All calculations OK, only minor errors, some explanation.	All calculations correct, all terms defined, typical calcs explained.	As for distinction but more clearly set out, and more thoroughly explained.
Interpretation	Description	No, little or inaccurate description of results.	Description of main results, some comment on experimental problems.	Important trends in results indicated, significance of experimental problems explained.	All significant features of results described. Errors described and quantified.	As for Distinction but coherently and concisely explained.
	Context	Only restates, summarizes the results.	Connection made between results and theory.	As for Pass but relates results to theory showing understanding.	As for Credit but integrated with reference to relevant literature.	As for Distinction but coherently and concisely argued.
Presentation	Tables, Graphs	Graphs poorly / wrongly plotted and labelled, tables poorly constructed.	Results clearly labelled and presented. Appropriate headings, legends etc. Irrelevant data presented or data presented repetitively.	As for Pass but only relevant tables/values/graphs provided. Appropriate use of appendices.	As for Credit but graphs/tables/data presented in an easy to follow style.	As for Distinction but a more professional style.
	Layout and English	Report sections missing, careless writing, incomprehensible sections	Report sections + cover and content pages present, some problems with grammar, syntax. Figures, tables, and references correctly referred to in the text.	As for Pass, but neatly laid out, acceptable grammar and syntax with occasional errors.	As for Credit, but no errors in spelling, grammar or syntax.	As for Distinction but professional presentation with fluent use of English.

MARKER FEEDBACK: Reread the notes for writing a lab report
 Contact the student learning centre for help with technical report writing
http://www.usyd.edu.au/stuserv/learning_centre/index.shtml

Re-read your work for: English logical layout
 Find out how to use Excel to draw graphs properly