

**SL Proj001 Spring 2016-17  
Project Report (PR) Assessment Criteria**

**Assign an overall grade for each Component:**

Beyond expectation (A+) - Fully (A) – Mostly (B) – Partially (C) – None (D) – No report presented (F overall)

COMPONENT	GRADE
<b>CONTENT</b>	
The title is clear and relevant to the project.	
The <b>Abstract</b> is concise and provides a clear summary of the PR.	
The <b>Introduction</b> provides: a) a rationale for the project and b) a discussion of lifelong learning (LL) including agreed sections from the 'Individual Assignment'.	
The <b>Background Research</b> focuses specifically on the chosen characteristic of LL and presents a summary of relevant research. Information from different sources are synthesised effectively.	
The <b>Lifelong Learning Activity</b> is described: a) briefly in the body of the report along with a brief description of the feedback tool which will be used to collect feedback/data from the activity participants b) in detail in the Appendix through a step by step <i>Session Plan</i> following a logical procedure and the <i>Feedback Tool</i> .	
The <b>Feedback from Participants</b> provides a clear summary of the feedback received from activity participants with sample extracts and/or collated feedback in the Appendix.	
The <b>Discussion</b> presents a careful analysis of the feedback results in terms of the effectiveness of the LL Activity presented. All points and findings discussed are based fully on the feedback data and with reference to sample extracts and/or collated feedback in the Appendix.	
The <b>Conclusion</b> includes a concise discussion of the implications of your project work and research and recommendations for promoting and further developing your chosen LL characteristic.	
<b>References</b> are provided in full and include only relevant research and reading sources used in your PR.	
<b>Appendices</b> include materials or extracts that are fully relevant to the PR: the Session Plan for the Activity, the Feedback Tool for the Activity, Sample extracts and/or collated feedback data from activity participants.	
<b>ORGANISATION AND COHERENCE</b>	
The report has a clear focus and a coherent organization of main ideas and supporting ideas.	
The arrangement of information and data is logical and reader-friendly with key aspects highlighted in a given section through the use of cohesive devices.	
Background research, description of the LL Activity and feedback tool, description of the feedback data and discussion of the analysis, implications and recommendations are all placed appropriately and logically in the report.	
There is effective transition between paragraphs and sections.	

<b>LANGUAGE AND STYLE</b>	
The language of the PR adheres to academic writing conventions.	
Grammar is used effectively with an appropriate range of sentence structures.	
A wide and appropriate range of lexis is used to convey meaning.	
Punctuation and spelling are accurate and effectively used.	
<b>INTEGRATION OF SOURCES</b>	
Sources chosen are appropriate and relevant to the PR and to the chosen characteristic of LL.	
Sources and relevant research are integrated effectively into the report with accurate in-text citations. (APA)	
Sources are correctly acknowledged in the <i>References</i> section. (APA)	
<b>FORMATTING</b>	
The PR meets all formatting and word limit requirements specified in Appendix A below.	
* <b>TOTAL:</b> take the average of the letter grades from each of the sections	

## Appendix A: Formatting Requirements

**Word limit:** Approximately 1700 words including Appendices, but excluding References. Please see Appendix B below for the suggested word limits for each section.

**Font style and size:** Calibri, Arial or Times New Roman, Font size 12

**Page numbers:** bottom right-hand corner

**Margins:** 2cm top, bottom, left and right (to set this go to Page set up)

**Justification:** justify 'left and right'

**Line spacing:** 1.5

**Paragraphing:** use a line space and no indentation

**Punctuation:** leave one space after comma, (semi)-colon or after a full-stop.

**Headings:** All main headings will be in capital letters, bolded and left aligned. If sub-headings are used, these will need to be bolded, left justified and in normal sentence case (i.e. not capitals).

**Bullets:** if you need to use bullet points, use the following format:

- Bullet
- Bullet

**Tables and figures:** You can use visuals such as figures, charts and tables, but only selectively to support your discussion or presentation of your feedback data.

**Referencing style:** Use APA for both in-text citations and References.

**Appendices:** The Appendix section should be reserved for materials or extracts that are fully relevant to the PR: the Session Plan for the Activity, the Feedback Tool for the Activity, Sample extracts and/or collated feedback data from activity participants. When referring to an appendix in the body of the text, please use: e.g. (See Appendix 1) or “An example of this is provided in Appendix 2.”

## Appendix B: Components of the Project Report

Section of the report	Description	Approximate word limit
<b>Abstract</b>	A brief summary of the whole Project Report	75 words
<b>Introduction</b>	A brief discussion of lifelong learning (LL) and the rationale for the project	300 words
<b>Background Research</b>	An overview into your team’s chosen LL characteristic	300 words
<b>The LL Activity</b>	A brief description of your activity in your chosen area of LL ( <i>referring to your Session Plan in the Appendix</i> ) and a brief description of how you will collect and analyze the feedback ( <i>referring to your Feedback Tool in the Appendix</i> )	100 words
<b>Feedback from Participants</b>	A brief description of the feedback you received from participants ( <i>referring to Sample extracts and/or collated feedback in the Appendix</i> )	150 words
<b>Discussion</b>	A discussion of the analysis of your feedback results in terms of the effectiveness of your LL Activity ( <i>referring to Sample extracts and/or collated feedback in the Appendix</i> )	300 words
<b>Conclusion</b>	A discussion of the implications of your research and any recommendations for promoting and further developing your chosen LL characteristic	100 words
<b>References</b>	A list of all research and reading sources used in your Project Report	
<b>Appendices</b>	The Session Plan / Notes for your LL activity and the Feedback Tool Sample extracts and/or collated feedback from participants	350 words

**Approximately 1700 words including Appendices, but excluding References.**

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