

RESEARCH REPORT RUBRIC

Name/Matric No.	
Course	
Topic	

	4	3	2	1	Marks
Organization	Good organization and discussions are logically ordered.	Organized, discussions are somewhat jumpy.	Some organization, discussion jump around, start and are unclear.	Not organized, discussion makes no sense.	
Content	Problem statements				
	Provides very clear context supporting rationale for proposed thesis; clear statement of why study is needed; clear purpose; comprehensive list of terms. Research questions, hypothesis, significance, and limitations clearly stated.	Provides clear context supporting rationale for proposed study; clear statement of why study is needed; clear purpose; enough list of terms. Clear statement of research questions, hypothesis, significance, and limitations.	Adequate statement of context supporting rationale for proposed study, statement of why study is needed, statement of purpose, list of terms. Adequate statement of research questions, hypothesis, significance, and limitations.	Poor statement of context supporting rationale for proposed study, statement of why study is needed, statement of purpose, list of term. Poor statement of research questions, hypothesis, significance, and limitations.	
	Literature review				
	Thorough review of relevant and empirical sources, citing seminal works in the field. Exemplary synthesis and organization of literature that is clearly linked to thesis question. Specific attention to diversity issues pertaining to topic.	Good review of relevant and empirical sources. Good synthesis and organization of literature that is clearly linked to thesis question. Some attention to diversity issues pertaining to the topic.	Adequate review of the literature and empirical sources. Good synthesis and organization of the literature, which is clearly linked to the thesis question. Mention of diversity issues, but not clearly linked to the topic.	Minimal review of the literature and little mention of empirical sources. Poor synthesis and organization of the literature, which minimally links it to the thesis question. Minimal or no mention of diversity issues.	

Methodology						
	Provides clear and descriptive statement of research design, sample, instruments, analysis, procedures (recipe style). Exemplary writing that flows well, clear, concise and comprehensive.	Provides good statement of research design, sample, instruments, analysis, and procedures with little degree of vagueness. Good writing that flows well, clear, concise, and comprehensive.	Provides adequate statement of research design, sample, instruments, analysis, and procedures with some degree of vagueness. Adequate writing that flows well, clear, concise, and comprehensive.	Provides poor statement of research design, sample, instruments, analysis and procedures with large degree of vagueness. Poor writing that does not flow well, not clear, concise, and comprehensive.		
Analysis and findings						
	Excellent, appropriate and advanced analysis and descriptive reporting of results that are clearly related to research question and hypothesis. Excellent use of diagrams and tables.	Appropriate and good analysis and descriptive reporting of results that are clearly related to research question and hypothesis. Good use of diagrams and tables.	Appropriate and adequate analysis and descriptive reporting of results that are clearly related to research question and hypothesis. Adequate and minimal use of diagrams and tables.	Provides only descriptive statistics. Reporting of results are clearly related to research question and hypothesis. Adequate and minimal use of diagrams and tables.		
Discussion and conclusion						
	Critically confronts results to existing literature and in case of conflicts is able to weigh own results relative to existing literature. Sophisticated summary, critic, and recommendations for implementation and further research.	Shows minor and major conflicts and correspondences with literature. Good summary and recommendations for implementation and further research.	Identifies only most obvious conflicts and correspondences with existing literature. Adequate summary and recommendations for implementation and further research.	Only trivial reflection vis-à-vis existing literature. Poor summary, critic, and recommendations for implementation and further research.		
Mechanics	Writing is free of errors in grammar, punctuation, sentence structure, capitalization and spelling.	Writing is generally error free but some errors in language or grammar may	Enough errors in style or grammar occur that they become distracting.	Errors are frequent and distracting; therefore it is hard to determine meaning.		

		occur.			
References	Complete references in text and references list.	Most references are cited in text and appropriately provided in references list.	Few references are cited in text and incomplete references.	References are not cited in text and no references list is provided.	
	References is in the correct style/format.	Most references uses correct style/format.	Many references uses incorrect style/format.	Style/format is incorrect.	

Scoring key

	Undergraduate	Masters	DBA
Poor	1 - 9	1 - 15	
Fair	10 - 18	16 - 25	0 - 27
Good	19 - 27	26 - 30	28 - 32
Excellent	28 - 36	31 - 36	33 - 36