

Recommendations for the evaluation of project and TP reports

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Context

Several courses include continuous assessment, including practical work (TP) or projects for which students are asked to submit a technical report. These reports are evaluated and graded by the teachers, who should provide feedback to the students so that they can make progress in their writing.

Goal

This document aims to provide recommendations for teachers who are required to evaluate project or TP reports. Teachers remain free to adapt these recommendations according to their own criteria and type of work.

Recommendations

We propose a series of points on which teachers can write comments and which can also serve as a basis for the evaluation of the reports. The weighting and choice of criteria are defined by the teacher according to the course objectives and the method of evaluation.

Suggested criteria

- Structure of report
 - o Chapter coherence
 - o References (figures, literature)
- Work description and goals definitions
 - o Clarity of description and goals
 - o Terminology, state of the art or bibliographical references
- Course of the experiment, methodology
 - o Clarity of work description
 - o Rigour of methodological aspects
- Analysis and presentation of the results
 - o Complete and relevant analysis
 - o Quality of the results presentation (clear and comprehensive graphics)
- Discussion and conclusion
 - o Structure of the discussion
 - o Relevance of the conclusion (feedback on the goals)
- Writing quality
 - o Grammar
 - o Spelling
 - o Syntax

Implementation

It is recommended that you provide the evaluation items to the students when the report is returned to them. Comments may be included in the report or given orally. We remind you that this feedback should allow students to progress and any advice is welcome.

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