

Doon Academy Library

Research Process Self Assessment Rubric

	*	**	***	****
	Incomplete	Adequate	Good	Excellent
Planning a research project	Does no planning	Does some planning	Thinks about keywords and questions	Thinks about keywords, questions and possible sources
Locating and gathering information	Does not collect any information relevant to topic	Collects a little information – some relates to topic	Collects basic information – mostly relates to topic	Collects lots of information – all relates to topic
Using a range of sources	Relies on one source.	Uses a couple of websites	Uses books and a range of websites	Uses a wide range of sources
Organising the information	Just copies from the source.	Copies short bits from several sources	Puts information into own words	Puts information into own words. Arranges it usefully
Cooperating with teammates and sharing work.	Never cooperates and relies on others to work	Rarely cooperates and needs reminding to work	Sometimes cooperates and usually works without prompting	Always cooperates and always works without reminders
Staying on task and working to time	Does not focus or finish on time	Often distracted and fails to finish on time	Usually focussed and just about finishes on time	Always keeps focussed and completes work on time
Listing sources	Has no record of sources	Has a note of some sources	Lists names of books and websites	Lists, author, title, publisher and date plus URL
Writing report	Lots of grammar and spelling mistakes	Some grammar and spelling mistakes	Few mistakes and well laid out	Well written, hardly any mistakes and well laid out.
Contents of report	Unclear and does not answer questions	Answers some questions but unclear or confused	Answers most questions, clear and factual	Answers all questions clearly and provides extra information