

MARKING SCALE FOR REPORTS 2006

Points	Task Completion 4	Organisation 5	Vocabulary 6	Grammar and Spelling 7
4	X	X	X	A wide range of grammatical structures. Grammar and spelling correct with minor slips (1-4)
3	X	Clearly organised. Well signalled (linking devices or subheadings). Distinct logical paragraphs.	A wide range of vocabulary. Adequate and effective choice of words. Appropriate register.	Complicated grammar structures. Largely accurate. Some grammar and/or spelling mistakes (up to 8).
2	Writes a report ¹ (aim + source). Describes the ² results. Makes ³ recommendations.	No visible paragraphs or has paragraphs which lack logic. Little use (1-2) of signalling devices. Introduction or conclusion inappropriate or missing.	Common vocabulary. Some inappropriacy in the choice of words (2-3 words wrongly used). Inconsistent register.	Grammar simple but largely accurate. Limited number of structures. More frequent grammar and/or spelling mistakes (up to 15).
1	Misses or misuses 1 of the 3 required elements. Irrelevant information.	Introduction and conclusion inappropriate or missing. No use of signalling devices.	Limited vocabulary. Frequent misuse of words (more than 3). Informal register.	Limited command of grammar, but comprehensible. Very frequent grammar and/or spelling mistakes.
0	Ignores the task. Does not write a report.	Ignores the task. No apparent organisation. Not enough to evaluate (fewer than 100 words).	Ignores the task. Does not communicate. Not enough to evaluate (fewer than 100 words)	Ignores the task. Completely ungrammatical and/or incomprehensible. Not enough to evaluate (fewer than 100 words)

Note: If the candidate does not keep to the word limit (writes 100-125 or more than 225 words), they will lose **1 point** for Organisation
If the paper looks extremely untidy (no rough notes), lower **1 point**.
If the candidate writes a report on a wrong topic (learnt by heart), the overall mark is 0.
A recurrent mistake counts as one mistake.