

ASSESSMENT SHEET FOR 2nd YEAR STUDENTS ON THE REPORT _____

STUDENT _____ Presentation & structure: _____ Quality of results: _____ Theory & analysis: _____ Overall grade: _____

The comments that apply to your report are checked below. If a comment is not checked your report was satisfactory in respect of that item.

General Comments

- You have not indicated who your tutor is: prompt return of your report cannot be guaranteed.
- Your report is late. The following percentage has been deducted:
- The appearance of the report is unsatisfactory.
- The report should be typed throughout.
- The report should be stapled or bound.

Report Layout

- The report does not follow the BS standard outlined in the report guidelines on the laboratory web-site:
https://wwws.ee.ucl.ac.uk/students/undergraduate/current/report_guidelines.pdf
- All methods should be grouped together and all results should be grouped together. You should aim for a "compare and contrast" style, not a chronological "diary" reporting style.
- There is no need to describe the complete method. It is sufficient to refer the reader to the laboratory sheet for the method, You should, however, report any additional actions you took that were not on the laboratory sheet. (NB No marks are lost for writing the method in full).
- An abstract is needed.
- Your abstract does not summarise the *report*. You have only summarised the experiment.
- Your discussion section is not a discussion: it is a description of the results.
- The following section or sections are missing from your report:

Figures, Graphs, and Mathematics

- Figure/table captions are missing. The figures should have fully self-explanatory captions. The reader should be able to get the story by reading the caption.
- Plots of waveforms must have axes and axis labels
- The time axis of a waveform plot must be in time units. The voltage axis must be in voltage units.
- Graphs are plotted as a category plot (line plot): not as an x-y plot. The x-axis scaling is therefore wrong.
- The hand-drawn graphs are not neat enough.
- The hand-drawn diagrams are not neat enough.
- Hand-written mathematical notation is not neat enough.
- Mathematical notation must be standard. Computer programming notation is not acceptable for a human reader. The following examples show usage that is penalised: $1E3$ instead of 1×10^3 , 2^3 instead of 2^3 , pi instead of π , * instead of \times .
- Units are not declared in the ISO31 standard (i.e. v_{in}/V , $\log(f/Hz)$ etc).
- You have used too many significant figures.

Quality of Results

- Results are incomplete/poor. The following results are missing or inadequate:

- Error bars are not given.

Spelling and grammar

- Your grammar and spelling are unsatisfactory. Please use a spelling and grammar checker.
- Please do not use first person "we" and "I" in a formal report.
- You have used the word "it's" incorrectly. The possessive pronoun is "its". Like "his", "hers", "yours", and "theirs", the pronoun "its" does not have an apostrophe.

References

- Harvard style referencing is recommended: e.g. for a journal article and a book:
Koh, A.T-C., Thornhill, N.F. and Law, V.J., Principal components analysis of plasma harmonics in end-point detection of photoresist stripping, *Electronics Letters*, **35**, 1383-1385, (1999).
Ramo, S., Whinnery, J.R., and van Duzer, T., *Fields and waves in communication electronics*, Wiley, 1993.

Acknowledgements/Plagiarism

- The source of scanned-in or copied figures from books, laboratory or lecture notes must be acknowledged in the figure caption. E.g. "Fig. 1: The geometry of a microstrip transmission line (from Ramo *et al.*, 1993)".
- Please read the UCL guidelines about plagiarism (copying).

Other Comments