Classification scheme

Errors/faults listed below are only examples. Others may occur in the report – in such a case you need to categorize them yourself.

**CATEGORY 1: Incorrect or misleading reporting (very serious errors/faults)**
- Incorrect description of the physics
- Incorrect equations or calculations
- Large numerical errors in calculations
- Missing or incorrect conclusions
- Missing or misleading summary
- References to others’ work used in the report is missing or misleading

**CATEGORY 2: Non-acceptable but not misleading reporting (serious errors/fault)**
- Figures have no figure text
- Graphs have no scaling of axes
- Tables have no table text
- Smaller numerical errors in calculations or unnecessarily many digits in answers
- Missing or bad front page
- Important information is missing in summary or summary is unclear in other aspects
- References to others’ work used in the report isn’t sufficiently clear to be understood
- One or more important part(s) are missing in the report and must to be added
- Too many errors in the use of language, which disturbs the reader from understanding
- Difficult to follow the reasoning in the report

**CATEGORY 3: Mistakes that need to be corrected (smaller errors/faults)**
- Irritating fonts or font styles have been used in figures/tables/texts
- Small errors in calculations without any influence on the overall conclusions
- Rather bad front page
- Summary is unclear
- References to others’ work can be understood but should be presented in a better way
- One or two less important part(s) are missing in the report and should be added
- Many errors in language, which irritates the reader
- Sometimes difficult to follow the reasoning in the report

**CATEGORY 4: Acceptable reporting that can be improved (details)**
- Choices of fonts and/or font styles in figures/tables/texts could have been better
- Small esthetical faults in layout
- Front page can be made slightly better
- Summary can be slightly clearer
- One or two minor details are missing in the report and can be added
- Single language errors that do not disturb reading the full report
- Slightly difficult to follow some of the reasoning in the report

The total assessment of the report is made based on the severity and the number of errors/faults found in the report according to a separate scheme that can be adjusted according to the student’s expected level of progression in report writing at that time.