

Capstone Assessment 4 – Final Report

Student Name _____ Mark: ___/15 marks

Criteria	Marks	High Distinction (over 85%)	Distinction (75-84%)	Credit (65-74%)	Pass (50-64%)	Needs improvement (<50%)
Purpose, Objective and Discussion of the report: report must be either an Annual Board report or CSR report	7	<p>The purpose and objective of the report is <i>extremely</i> clear, and the report addresses the objective(s) in a focused and logical manner.</p> <p>Discussion is <i>clearly</i> oriented to the purpose. It is organised in a considered, relevant manner, and leads the reader logically from the findings to the recommendations / conclusions. If supported by appendices, these are effectively integrated into the discussion.</p> <p>The student has <i>also demonstrated</i> reflective insight from experience and a critical synthesis and application of further reading.</p>	<p>The purpose and objective of the report is <i>very</i> clear, and the report addresses the objective(s) in a focused and logical manner.</p> <p>Discussion is <i>clearly</i> oriented to the purpose. It is organised in a considered, relevant manner, and leads the reader logically from the findings to the recommendations / conclusions. If supported by appendices, these are effectively integrated into the discussion.</p>	<p>The purpose and objective of the report is made clear, and the report addresses the objective(s).</p> <p>Discussion is oriented to the purpose. It is organised in a considered, relevant manner, and leads the reader logically from the findings to the recommendations / conclusions.</p> <p>If supported by appendices, these are integrated into the discussion, though not to the best extent.</p>	<p>The purpose and objective of the report is made clear, however the report does not address the objective(s).</p> <p>Discussion is oriented to the purpose, is organised but perhaps not to the best effect. The discussion provides justification and explanation leading to conclusions / recommendations, but this is not always clear to the reader.</p>	<p>There is inadequate understanding of the relevant areas for the report. The purpose and objective is not clear.</p> <p>There is inadequate discussion and/or inadequate application of the justification and explanation leading to conclusions / recommendations. There are no appendices.</p>
Technical Writing Skills & Formal Structure / Presentation of the Report ...title page, executive summary, table of contents, etc. Also refers to the “look” of the report – professionally presented	5	All required elements of the business report (either annual board report or CSR report) are present and completed to <i>an extremely high</i> standard. The document is presented in a professional-looking document, using informative headings and figures / tables where appropriate.	All required elements of the business report (either annual board report or CSR report) are present and completed to <i>a high standard</i> . The document is presented in a professional-looking document, using informative headings and figures / tables where appropriate.	All required elements of the business report (either annual board report or CSR report) are present and completed. The document is presented in a professional-looking document, using informative headings and figures / tables where appropriate.	All required elements of the business report are present and completed to a satisfactory standard. Attention to the presentation is given, but may not be well-executed.	Key elements of the business report are not provided and/or presented with errors evident. Overall presentation of the document is not to a professional standard.
Referencing	3	Excellent referencing citations used throughout, reference list included, Harvard style used.	Good referencing style applied throughout. Minor omissions in reference list, citations or style.			Basic attempt is made with respect to referencing style throughout, but there are major gaps in reference list, citations or style.
Comments						If no referencing student automatically fails. Grade to be determined by subject coordinator.