| Level | B - Investigating | C - Communicating | D - Thinking critically |
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|  | Generic | Task specific | Generic | Task specific |  |
| 1-2 | The student: ii. formulates a limited action plan to investigate a research question or does not follow a planiii. collects and records limited information, not always consistent with the research question  | The action plan is missing or else it lacks three of the required elements. There is no evidence of the plan being followed. The data collection method(s) provide insufficient relevant data to answer the research question. Sampling method(s) are not given. | The student: i. communicates information and ideas in a limited way, using a style that is limited in its appropriateness to the audience and purpose ii. structures information and ideas according to the specified format in a limited way  | The written report uses little formal language, but is sometimes written in the third person.The executive summary is partially written in the past tense. It is very limited in terms of how it summarises the written report. Some of the results are recorded in tables and charts, but they may lack titles/labels, and only one chart type is used.There are either conclusions or recommendations. These are very limited and are only partially based on the evidence presented in the main body of the report.The report partially follows the recommended format.The written report is within 300 words of the stated limits. | The student: ii. summarises information to a limited extent to make arguments   |
| 3-4 | The student: ii. formulates and somewhat follows a partial action plan to investigate a research question iii. uses a research method(s) to collect and record mostly relevant information  | The action plan either lacks or has a limited rationale. The proposed methodology is somewhat consistent with the question. Some problems are identified, but there is no attempt to solve them. There is very limited evidence of the plan being followed.The data collection method(s) provide sufficient data, but this may not be entirely relevant to the research question. Sampling method(s) is/are vague or not included. | The student: i. communicates information and ideas satisfactorily by using a style that is somewhat appropriate to the audience and purpose ii. structures information and ideas in a way that is somewhat appropriate to the specified format  | The written report uses some formal language and is mostly written in the third person.The executive summary is partially written in the past tense and partially summarises the written report. Some findings are recorded using a small range of charts. Some may not be appropriate.There are either conclusions or recommendations. These are limited and are only partially based on the evidence presented in the main body of the report.The report partially follows the recommended format.The written report is within 200 words of the stated limits. | The student: ii. summarises information to make arguments  |
| 5-6 | The student: ii. formulates and follows a substantial action plan to investigate a research question iii. uses research method(s) to collect and record appropriate, relevant information  | The action plan has a rationale and the proposed methodology is consistent with the question. Some problems are identified, but there is only a limited attempt to solve them. There is evidence of the plan being followed.The data collection method(s) provide sufficient relevant data to answer the research question. Sampling method(s) is/are given but not fully justified. | The student: i. communicates information and ideas accurately by using a style that is mostly appropriate to the audience and purpose ii. structures information and ideas in a way that is mostly appropriate to the specified format  | The report uses mostly formal language in the third person.The executive summary is in the past tense and summarises the written report satisfactorily. Findings are recorded satisfactorily using a small range of appropriate charts.There are both conclusions and recommendations. These are satisfactory and are mostly based on the evidence presented in the main body of the report.The report closely follows the recommended format.The written report is within 100 words of the stated limit. | The student: ii. synthesises information to make valid arguments   |
| 7-8 | The student: ii. formulates and effectively follows a comprehensive action plan to investigate a research question iii. uses research methods to collect and record appropriate, varied and relevant information  | The action plan has a clear rationale and the proposed methodology is appropriate to fully address the research question. Potential problems have been identified, and effective solutions to them have been provided. The time frame was realistic and the work done reflects what was planned.The data collection method(s) provide sufficient relevant data to fully answer the research question. Sampling method(s) is/are given and justified. | The student: i. communicates information and ideas effectively and accurately by using a style that is completely appropriate to the audience and purpose ii. structures information and ideas in a way that is completely appropriate to the specified format  | The report uses formal language in the third person throughout.The executive summary is in the past tense and summarises the written report clearly.Findings are recorded effectively using a wide range of appropriate charts.There are both conclusions and recommendations. These are detailed and based on the evidence presented in the main body of the report.The report follows the recommended format.The written report is within 50 words of the stated word limit. The limits are not exceeded. | The student: ii. synthesizes information to make valid, well-supported arguments  |