

**DEPARTMENT OF SPECIAL EDUCATION
WRITTEN RESPONSE EVALUATION FORM**

STUDENT NAME: _____ **COMMITTEE MEMBER:** _____

Writing Style

Check Problem Area(s):

- Orderly and smooth presentation of ideas (e.g., organization within and across sections, logical sequencing of ideas without gaps in the flow of ideas)
- Economy of expression (e.g., succinctness vs. wordiness).
- Precision and clarity of meaning (e.g., semantics, choice of words, professional vs. colloquial expression)

Rating:

Poor				Excellent
1	2	3	4	5

Comments on Strengths and Weaknesses:

Syntax, punctuation, spelling, and proofreading

Check Problem Area(s):

- Syntax (grammatical errors in sentence structure)
- Punctuation (incorrect use of punctuation marks)
- Spelling errors (other than what appear to be typos)
- Proofreading errors (e.g., extra or repeated words or lines; typographical errors)

Rating:

Poor				Excellent
1	2	3	4	5

Comments on Strengths and Weaknesses:

Use of APA format guidelines

Check Problem Area(s):

- Title Page
- Running head
- Pagination
- Correct margins and spacing
- Appropriate and correct use of heading and subheadings
- Correct use of references
- Correct use of abbreviations and quotations, if appropriate
- Correct format for figures and tables, if appropriate

Rating:

Poor				Excellent
1	2	3	4	5

Comments on Strengths and Weaknesses:

Content

Check Problem Area(s):

- Accuracy of content (e.g., consistent with accepted professional knowledge bases)
- Focus (e.g., the problem / topic is defined appropriately, writer draws a conclusion)
- Coverage (e.g., adequate coverage of all parts of question, including examples to illustrate concepts and support points)

Rating:

Poor				Excellent
1	2	3	4	5

Comments on Strengths and Weaknesses:

OVERALL RATING

PASS FAIL

OTHER COMMENTS / RECOMMENDATIONS: