

FORMAL LAB WRITE UPS

In science related jobs, these write ups must clearly (& neatly) explain what procedures were followed, what results were obtained, and what conclusions were made. With this in mind, formal lab write ups follow a set format that must be strictly adhered to.

You must write in either **blue or black pen** (or type it). You must complete the entire write up in **one colour** of ink.

Pencil must be used for graphs and drawings, but never in a table or other part of a lab.

Always use **full sentences**.

No scribbles. If you make an error, either use white out or put brackets around [data error(s)] and then cross it out with a neat **[striketrough]**.

Underline using a **ruler** and please be **neat**.

The headings are to be in the order written below.

Class, Block	<u>Title</u>	Your name (first and last) Date
<u>Purpose:</u>	Write the reason for doing the lab. What question are you trying to answer?	
<u>Safety:</u>	Before you do anything else, write out the safety list, if any. Briefly summarize each sentence.	
<u>Materials:</u>	Write down what materials were used as well as the names of equipment used. If the materials list is exactly the same as the textbook or lab instruction sheet shows, then you may write "As seen on Page ____ of the BC Science 8 textbook", or an equivalent statement.	
<u>Procedure:</u>	Write down what you did and where the instructions came from (title and page numbers). Once again, if no changes were made, you can simply refer to the source.	
<u>Observations:</u>	Record your data, charts, tables, graphs, diagrams, and analysis here. For each step in the procedure, make a comment or write what it asks you to do.	
<u>Questions:</u>	Answer the conclude and apply questions as assigned. Any that are not assigned must be noted as OMIT.	
<u>Conclusion:</u>	<ol style="list-style-type: none">1. Summarize what you did.2. Sources of error (any problems you encountered or that may account for less than ideal results).3. What you learned (about what the purpose says you are exploring).4. Answer the what, how, and why of the lab.	
All formal lab reports are out of 25 marks: <ul style="list-style-type: none">• 10 marks for following proper format (as above)• 5 marks for your results• 5 marks for the questions• 5 marks for the conclusion		

FORMAL LAB MARKING CRITERIA

Lab Title: _____

Lab Author: _____

Class: _____ Block: _____ Date: _____

S.E. = Self evaluation

P.E. = Peer evaluation

T.E. = Teacher evaluation

S. E.	P. E.	T. E.	
_____	_____	_____	First and Last name on report, in top right corner
_____	_____	_____	Date/Block number in top left corner
_____	_____	_____	Lab title clear and concise, underlined
_____	_____	_____	Purpose is correct
_____	_____	_____	Safety list is detailed enough
_____	_____	_____	Where the instructions came from is written down and/or summarized (changes)
_____	_____	_____	Spacing between all headings and texts
_____	_____	_____	Where materials list came from is written down and/or summarized (changes)
_____	_____	_____	Rough work sheet(s) present
_____	_____	_____	Headings present (as seen on front of this sheet)
_____	_____	_____	Nothing is written under the headings (as seen on the front of this sheet)
_____	_____	_____	Used only one colour of pen (blue or black) to write lab
_____	_____	_____	Pencil used for drawings/graphs/diagrams
_____	_____	_____	No words/letters scribbled out (as seen on the front of this sheet)
_____	_____	_____	Used a ruler for all underlines



NEATNESS (1 = messy, 2 = okay, 3 = average, 4 = good, 5 = excellent)

Format: Add up all marks and numbers above and divide by 2 _____/10

Results: Observations, diagrams, charts, graphs, etc. _____/5

Questions: Complete sentences or concise point form _____/5

Conclusion: See front of this sheet _____/5

GRAND TOTAL: _____/25

Peer Evaluator's name: _____