

ASSIGNMENT: ACTION RESEARCH REPORT (100%)

Having refined your proposal and collected data during your final practicum, you are required to write your research report using the guidelines provided. The due date for the project will be communicated by Vice-Principal of Academic Affairs. The project should be between 8000 – 10000 words.

FORMAT FOR CONSTRUCTING THE RESEARCH REPORT

(a) The Research Report structure

Title page

Abstract (150 words)

Acknowledgements

Table of Contents

List of Tables

List of Figures

Chapter 1 Introduction

Chapter 2 Review of Literature

Chapter 3 Methodology

Chapter 4 Results

Chapter 5 Summary, Conclusions, and Recommendations

References

Appendices

Appendix A

Instrument/ Source of Data #1

Appendix B

Instrument/Source of Data #2

Appendix C

Instrument/Source of Data #3

Appendix D

Letter of Permission to Conduct Research

Appendix E

Consent Form

Appendix F

Intervention Plan

Preliminary Pages (9%)

Title Page (1%)

1 mark

The title page contains:

- i. Appropriate header using the APA 6th Edition format
- ii. Title of the study
- iii. Statement of the purpose of submission
- iv. Students' Name and Identification number
- v. Supervisors Name
- vi. Date Submitted

.5 mark

The title page is missing three or more elements

Abstract (2%)

The abstract offers sufficiently specific details about the purpose, sample, instruments and findings of the study

2 marks

- i. Briefly describes and connects the background to the purpose and significance of the study
- ii. Briefly discusses the methods or resources used to study the problem
- iii. Briefly states results and provides a brief interpretation of results and its relevance to the problem investigated
- iv. Information provided is presented in a specific and concise manner in adherence with the word limit of 150 words.

1.5 marks

1 area is missing or incomplete

1 mark

2 areas are missing or incomplete

.5 mark

3 areas are missing or incomplete

Acknowledgement (1%)

1 mark

Acknowledgement is present and recognizes the contribution made by others in completing the study.

Table of Contents (3%)

3 marks

All headings included in the study are present in the table of contents, page numbers correspond and the table of contents is completed using the format outlined by APA 6th Edition.

2 marks

Majority of the headings included in the study are listed but there are some inaccuracies with headings or numbering.

1 mark

More than half of the relevant areas are not listed and/or the majority of the page numbers do not correspond with the listing.

List of Tables (1%)

1mark

List of tables is complete and correctly presented based on APA 6th edition guidelines

.5 mark

List is incomplete and contains some errors based on APA 6th edition guidelines

List of Figures (1%)

1mark

List of tables is complete and correctly presented based on APA 6th edition guidelines

.5 mark

List is incomplete and contains some errors based on APA 6th edition guidelines

Chapter 1- Introduction (8 %)

Background 2%

2marks

There is a clear description of the impact of the problem on the teaching and learning process supported by empirical and anecdotal evidence.

1.5 marks

There is a clear description of the impact on the teaching and learning process but no empirical or anecdotal evidence provided.

1 mark

The description of the problem lacks clarity and development and no empirical or anecdotal evidence provided.

Purpose of the study (1%)

1 mark

The purpose of study is clearly articulated and is relevant to the problem/issue described

.5mark

The purpose of the study needs greater clarity and relevance to the problem/ issue described.

Research questions (2%)

2marks

The research questions are clear, reasonable and relevant to the purpose.

1 mark

The research questions lack clarity and relevance to the purpose of the study

Significance of the Study (2%)

2 marks

Significance of the study is realistic and clearly highlights likely benefits for TWO stakeholders (one of the stakeholders must be the researcher).

1.5 marks

Significance of the study is realistic and highlights likely benefits for TWO stakeholders but needed greater clarity (one of the stakeholders must be the researcher).

1 mark

Significance of the study is realistic and clearly highlights likely benefits for ONE stakeholder

.5 marks

Significance of the study is realistic and highlights likely benefits for ONE stakeholder but needed greater clarity.

Operational definition of terms 1%

1mark

Definition of operational terms is appropriate to the study.

Chapter 2- Literature Review (10%)

Body of the Literature Review (8%)

8 marks

The narrative integrates a **comprehensive** logically sequenced analysis of critical details from peer-reviewed theoretical and research literature.

5-7 marks

The narrative integrates a **good** logically sequenced analysis of critical details from current and relevant peer-reviewed theoretical and research literature.

3-4 marks

The narrative contains basic reporting with only **minimal** analysis of critical details from current and relevant peer-reviewed theoretical and research literature. The review lacks depth and logical development.

1-2 marks

The analysis contains basic reporting of information from research literature. It offers no analysis of the information.

Sources (2%)

2 marks

The narrative includes at least 8-10 properly cited, current and relevant peer reviewed theoretical and research literature that are included in the reference list.

1 mark

The narrative includes at least 5 properly cited, current and relevant peer reviewed theoretical and research literature that are included in the reference list.

Chapter 3- Methodology (25%)

Research Design (2 %)

2 marks

The research design used is identified, comprehensively described to include its limitations and its use is justified.

1 mark

The research is identified and described; however, there are limitations with the justification of the use of the particular design and/or there are limitations with the description of the design.

Population, Sample and Sampling (3%)

This marks for this section will be broken down as follows: population (1 mark), sample (1 mark) and sampling (1 mark).

Population (1 mark)

1 mark

A comprehensive description of the population is provided in terms of its composition (location, school level, number of students, gender, age range, grade levels).

.5 marks

The description of the population lacks three or more details. (Location/school level/number of students/gender/age range/grade levels)

Sample (1 mark)

1 mark

A comprehensive description of the sample is provided in terms of its composition (quantity, gender, age range, grade level).

.5 marks

The description of the population lacks two or more details (quantity/gender/age range/grade level).

Sampling (1 mark)

1mark

The sampling method identified is appropriate to the study and a justification is provided.

.5 marks

The sampling method identified is relevant to the study but the justification provided is not sufficiently developed

Methods of Data Collection 13%

Instrumentation/Sources of Data (6%)

6 marks

Three relevant sources of data are presented, fully described and their use justified

5 marks

Three relevant sources of data are presented but there are some areas of the justification **OR** description that need greater clarity.

4 marks

Two relevant sources of data are presented, fully described and their use justified

OR

Three relevant sources of data are presented but there are some areas of the justification **AND** description that need greater clarity.

3 marks

Two relevant sources of data are presented but there are some areas of the justification **OR** description that need greater clarity.

2 mark

One relevant source of data is presented, fully described and its use justified

OR

Two relevant sources of data are presented but there are some areas of the justification **AND** description that need greater clarity.

1 mark

One relevant source of data is presented but there are some areas of the justification **AND/OR** description that need greater clarity.

Reliability and Validity (3%)

3 marks

The evidences used to establish validity and reliability are relevant to the study and comprehensively discussed.

2 marks

The evidences used to establish validity and reliability are relevant but the discussion lacks some details.

1 mark

One of the areas (validity or reliability) was addressed and discussed **OR** the evidences used to establish validity and reliability are mentioned but not fully developed.

Administrative Procedure (6%)

6 marks

The administrative procedure is thorough, manageable, replicable and chronological. It comprehensively describes the following:

- ✓ Gaining access (**1 mark**)
- ✓ Obtaining informed consent (**1 mark**)
- ✓ Implementation of the intervention plan (**2 marks**)
- ✓ Data Collection (**2 marks**)

4-5 marks

ONE of the required components is missing or incomplete.

2-3 marks

TWO of the required components are missing or incomplete.

1 mark

THREE of the required components are missing or incomplete.

Data Analysis Approach (2%)

2 marks

Analytical methods were sufficiently specific, clear, and appropriate given the research questions, instruments and research design.

1 mark

Analytical methods were incomplete or lacked relevance to the research questions, and research design.

Ethical considerations (3%)

3 marks

Three clear and reasonable strategies were presented for seeking permissions and for the ethical treatment of human subjects.

2 marks

Reasonable strategies were presented for seeking permissions and for the ethical treatment of human subjects but lacked clarity.

1 mark

An attempt was made to identify strategies for seeking permissions/ for the ethical treatment of human subjects but lacked clarity.

Chapter 4- Results (20%)

Data Presentation (5%)

5 marks

All data are presented logically and effectively aligned to the research questions and design. The procedures used to present the data are relevant to the sources of data utilized.

3-4 marks

There are minimal issues with the presentation of the data in relation to its relevance to the research design. The data is presented logically and is generally aligned to the research questions.

1-2 marks

The data presented needs greater alignment to the research question/s and design. The data is not always presented in a logical manner.

Data Analysis (5%)

5 marks

The analysis of data clearly and accurately describes and explains the data presented. The analysis is effectively aligned to the research questions.

3-4 marks

The analysis of data partially describes and explain the data presented consistent with research questions. There are minor issues with clarity and accuracy.

1-2 marks

The analysis does not effectively describe and explain the data presented consistent with research questions. There are major issues in relation to clarity and accuracy.

Interpretation and Discussion (10%)**10 marks**

The interpretation of the data includes a complete and logical discussion which provides a critical analysis of the findings. There is a clear and complete exploration of any variance/similarity between the findings and related research and literature.

7-9 marks

The interpretation of the data logically discusses the findings in relation to the research questions. There is a good exploration of the findings in relation to related research and literature. There are few areas that needed greater depth clarity.

4-6 marks

The interpretation of the data satisfactorily discusses the findings in relation to the research questions. There is a partial discussion of the findings of the study in relation to prior research literature

1-3 marks

The interpretation has established limited connection to the data presented and the research questions. The discussion was minimally supported by related literature.

Chapter 5- Summary, Conclusions and Recommendations (10%)**Summary (2%)****2 marks**

The section effectively offers a brief overview of the purpose of the study, the issue/s addressed, the research questions, the research methodology and the findings and results.

1 mark

A limited overview presented of the different areas.

Conclusion (4%)

4 marks

The conclusions are substantiated by the findings of the study and are accurately described in detail. The section clearly outlines two implications for two named stakeholders

2-3 marks

The conclusions are substantiated by the findings of the study and satisfactorily described. The section satisfactorily outlines one/two implications for two named stake holders. There are minimal areas that need further development.

1 marks

The conclusions need greater link to the findings of the study. The implications are not fully addressed.

Recommendations (4%)

4 marks

Two relevant recommendations (one for future research and one for improved practice) are suggested and developed.

3 marks

Two relevant recommendations (one for future research and one for improved practice) is suggested. There is need for greater depth and clarity.

2 marks

One relevant recommendations (for future research or for improved practice) is suggested and developed.

1 mark

One relevant recommendations (for future research or for improved practice) is suggested. There is need for greater depth and clarity

References (3%)

3 marks

At least 12 references correctly cited and listed according to APA 6th Edition Guidelines.

2.5 marks

At least 10-11 references correctly cited and listed according to APA 6th Edition Guidelines.

2 marks

At least 7-8 references correctly cited and listed according to APA 6th Edition Guidelines.

1.5 marks

At least 6 references correctly cited and listed according to APA 6th Edition Guidelines.

1 mark

At least 4-5 references correctly cited and listed according to APA 6th Edition Guidelines.

.5 mark

At least 1-3 references correctly cited and listed according to APA 6th Edition Guidelines.

Appendix (2%)

2 marks

All relevant copies of material mentioned in-text are present and properly organized.

1 mark

Some of the material mentioned in-text are present. There needs to be greater organization.

Use of English (6%)

6 marks

The manuscript was essentially error free in terms of mechanics. Writing flowed smoothly from one idea to another. Transitions effectively established a sound scholarly argument.

4-5 marks

While there were minor errors, the manuscript followed normal conventions of spelling and grammar throughout. Errors did not significantly interfere with the reader's understanding of the content. Transitions were effectively used which helped the reader move from one point to another.

1-3 marks

Grammatical conventions were generally used, but inconsistency and/or errors in their use resulted in weak, but still apparent, connections between sections. There were poor uses of transitions to keep the reader on track within the sections.

Organization 4%

4 marks

Work is very well organized, candidate consistently followed the required format for constructing the research. Ideas are presented in a structure manner.

3 marks

Work is fairly well organized, candidate followed the required format for constructing the research report but there were minor errors. Ideas are presented in a structure manner.

2 marks

Work is satisfactorily organized, candidate followed the required format for constructing the research report but there were some errors. Ideas are presented in a structure manner.

1 mark

Work is not well organized, consistent mistakes were made in constructing the research report. Ideas are not always effectively organized.

Conformity to APA 6th Edition Standards (3%)

Conformity to APA standards regarding:

- | | |
|-----------------------------------|-------------------------------------|
| i. header | vi. line spacing |
| ii. numbering of pages | vii. in-text citations |
| iii. margin | viii. font size |
| iv. indentation of new paragraphs | ix. font style |
| v. levels of headings | x. formatting of tables and figures |

3 marks

Paper is in full APA compliance

2 marks

At least 7 out of the 10 elements listed are in compliance

1 mark

At least 6 out of the 10 elements are in compliance.