

Date: _____

Student Name: _____

Grade/Element: _____

Binder Work Check

Item		Present / Percentage / Mark
Organisation / Neatness / Binder Contents	Full Name <i>(in this order: Surname in Pinyin, First Name in Pinyin, English Name), Grade and Element clearly visible on the front of the binder.</i>	
	Syllabus & Mid Term Reports Signed	
	All work is dated once a day.	
	All work in one binder and in date order, with no loose paper <i>(or paper with broken holes).</i>	
	Lined Paper <i>(appropriate size for binder)</i>	
	Graph / Squared Paper <i>(appropriate size for binder)</i>	
	Dividers <i>(used to divide topics)</i>	
	All work has appropriate titles underlined with a ruler.	
	Neat diagrams, graphs and tables and all straight lines are drawn with a ruler.	
	Corrections crossed out with one neat line only.	
	No unnecessary wasted space.	
	<u>Command Words</u> and <u>Content / Physics Words</u> underlined always.	
	Student Grading <i>(start and end of each presentation)</i>	
	All notes taken and complete <i>(includes videos and classwork).</i>	
	All questions answered.	
	Accuracy <i>(any mistakes have been corrected)</i>	
Overall Percentage/Mark out of:		