

SciFest Project Checklist

Date to be completed by: _____

Tick  each box when you have completed the task.

- I have checked the spelling in the Report Book and on the Display Board
- Somebody else, parent, teacher, guardian, relation has read my Report Book
- I have discussed my project and Report Book with the above person and made the necessary changes
- I have practised explaining my project to others and answering questions on my findings
- I have included the following pages in my Report Book
- | | | | |
|--|---|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Cover | <input type="checkbox"/> Research Team | <input type="checkbox"/> Summary | <input type="checkbox"/> Introduction |
| <input type="checkbox"/> Background Research | <input type="checkbox"/> Experimental Methods | <input type="checkbox"/> Results | <input type="checkbox"/> Conclusions |
| <input type="checkbox"/> Recommendations | <input type="checkbox"/> Acknowledgements | <input type="checkbox"/> Appendices | <input type="checkbox"/> References |
- The Cover Page includes the following
- | | | |
|---|---|---|
| <input type="checkbox"/> Title of Project | <input type="checkbox"/> Name/s of Team Members | <input type="checkbox"/> Name of School |
|---|---|---|
- I have included as many references in the Report Book as possible
- I have also listed all the websites I used
- I have listed persons or institutions that have helped me
- I have included any copies of letters or emails that I sent or received
- I know everything there is to be known about the project
- I have gone beyond basic statistics for my survey. I have not just done pie charts or bar charts for each question
- I have met with my team and we have run through how we will present the project to the judges, including how we will divide up the answering
- I am happy with my contribution to the project
- I have checked the measurements of the display board and if I need to put the Project Title, the Team Member Name/s and the School Name on the display board
- I have organised transport to SciFest so that I will arrive on time
- I have written thank you cards or letters to people (university professors, school principals, teachers, etc.) who helped me with my project
- I have thanked my parents/guardians for their support

