

Gate keeping, formatting

[5] The assignment was typed using a 12 pt font. The student used the recommended amount of words needed to describe the process. The work is neat and easy to read. The student used black ink to print the assignment. Margins were set at 1".

[4] The assignment was typed using a 12 pt font. The student used the recommended amount of words needed to describe the process, but barely. The work is neat and easy to read. The student used black ink to print the assignment. Margins were 1".

[3.5] The assignment was typed using a 12 pt font. The assignment was between 300 and 600 words. The work is somewhat neat and easy to read. The student did not use black ink.

[3] The assignment was typed using a larger font. The assignment length was too short and needed more words to describe the process. The margins were smaller than 1". The work was not easy to read.

[0] The assignment did not meet the minimum gate-keeping requirements. []

Writing use; mechanics

[5] The student used good grammar, Standard English and spelling to express the process. There were no more than two spelling errors or grammar errors in the work.

[4] The student used good grammar, Standard English and spelling most of the time to express the process. There were no more than five spelling errors or grammar errors in the work.

[3.5] The student used good grammar, Standard English and spelling some of the time to express the process. There were many spelling errors or grammar errors in the work.

[3] The student used good grammar, Standard English and spelling to express the process for less than half of the assignment. There were too many spelling errors or grammar errors in the work.

[0] The assignment did not meet the minimum grammar, spelling or English requirements. It is obvious that the student did not use grammar or spell check to remove common errors.

Clarity, attention to detail, writing style

[20] The student presented the instructions with attention to details that would make the instructions easier to follow. The student put effort into the assignment to make it clear and easy to understand. Transitions aid in understanding the main points. Information is presented logically. The tone is professional; the vocabulary and syntax are mature. Easy to understand terms are used throughout the paper.

[16] There was some attention to detail. Syntax or vocabulary is complex, awkward, or filled with jargon in one to two sections of the paper. Words are used incorrectly in one to two section of the paper.

[14] The student did the minimum needed to pass. The writing style was choppy. Syntax or vocabulary is complex, awkward or filled with jargon in three to four section of the paper and words are used incorrectly in three to four sections of the paper. The grammar was not sophisticated.

[12] The student did the minimum work needed to pass. The student put no effort into the assignment to make it clear and easy to understand. The grammar was unsophisticated and at the paper was not interesting to read.

[10 max] Incomplete. Work was missing a major descriptive component. The student did less than the minimum needed to pass There is no attention to detail. The instructions were incomprehensible. Writing style makes more than four sections of the paper difficult to read and understand.

Easy of following instructions

[10] The instructions made sense and were really easy to follow. The steps were presented clearly. There were no steps missing. There were no errors in the process. I got the expected results from the instructions.

[8] The instructions made sense and were easy to follow. There were minimal steps missing. There were no errors in the process. I was confused once or twice, but by re-reading the instructions, I figured out what I was supposed to do. I got the expect results from the instructions.

[7] The instructions were confusing at times. There were important steps missing in the process. The instructions were not as easy to follow. There were sections that were confusing and lacked details. By re-reading the instructions, I figured out what I was supposed to do. I eventually got the expected results.

[6] The instructions were confusing and poorly presented. There were many important steps missing in the process. I had to ask some one for help to figure out how to follow the instructions. Major parts of the process were missing. I needed help to achieve the results of the instructions [5 max] The instructions were confusing and incoherent. There were many important steps missing in the process. I was very confused. I could not complete the instructions. I did not get the expected results.

Total:

Comments:

- o Excellent Job. Exceeds expectations
- o Great Job. Meets expectations
- o Good Job. Room for improvement: You have a chance to redo this assignment for added credit. Take your paper, the assignment, and this grade sheet to the writing skills center. Meet with a tutor. Re-write the paper. Re submit: the first paper, the corrected paper, this grade sheet and have your tutor sign this grade sheet.

Date

Name of Tutor