

SCORING CRITERIA

0-Insufficient F

1-Beginning D

2-Developing C

3-Proficient B

4-Exemplary A

4 The A document: Exemplary

An outstanding document that exceeds the portfolio assignment requirements and standards. It conveys a superior understanding of the purpose, audience, task, and situation for which the document will be used. The document is informative and easy to comprehend. The structure and format are appropriate and promote readability and easy access to information. The document has a professional appearance which adds to the document's appeal. The document is free of mechanical errors in terms of grammar, punctuation, etc.

3 The B document: Proficient

A document that basically meets the portfolio assignment requirements and standards. It conveys a general understanding of the purpose, audience, task, and situation for which the document will be used. This document is informative, yet it may be somewhat difficult to understand in some parts. The structure and format are appropriate. The document is acceptable in appearance, and this may not help or hinder its appeal. The document may also have a few grammar and punctuation errors.

2 The C document: Developing

A routine document that attempts to meet the portfolio assignment requirements and standards but fails in minor and/or major ways. It conveys a marginal understanding of the purpose, audience, task, and situation for which the document will be used. The document fails to be informative and is generally difficult to understand. The structure and format may not be appropriate. The document's appearance and use of language hinder comprehension. This document is not indicative of a finished product and looks more like a draft in need of further revision and proofreading.

1 The D document: Beginning

A poor document that fails to meet the portfolio assignment requirements and standards in major ways. It suggests a lack of understanding in terms of the purpose, audience, task, and situation for which the document will be used. This document fails to be understood by the reader. The structure and format are inappropriate. The document's appearance lacks design and attention to professionalism. This document suggests that the writer has a problem understanding and/or negotiating Edited American English.

0 The F Document: Insufficient

A document that is so poorly conveyed that it suggests that the writer failed to understand or adhere to the purpose and audience for which the document is geared, or the document was not completed.

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Criteria adapted based on the VALUE rubrics provided by the Association of American Colleges & Universities and may be used in lieu of them for portfolio assessment.