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| --- | --- | --- | --- | --- | --- | --- |
|  | **Basic Heading (name, title, author, signatures)** | **Answers:**  **Elaborate responses and explanation of all questions** | **Sentence Structure:**  **Complete complex sentences** | **Mechanics:**  **Proper punctuation, grammar, spelling, and capitalization** | **Neatness:**  **Typed or handwritten and legible quality work** | **Student Score** |
| **4** | Includes all of the above | Excellent responses, very detailed, well thought out, all parts answered | All sentences are complete and complex | 1 or less errors | Typed: entirely legible; quality copy | **Number of 4’s x 4**  **\_\_\_ x 4=** |
| **3** | Missing 1 of the above | Satisfactory responses, many details and most parts answered | Most sentences are complete and most are complex | 2 or 3 errors | Handwritten only; mostly legible; near quality copy | **Number of 3’s x 3**  **\_\_\_ x 3=** |
| **2** | Missing 2 of the above | Limited responses, vague details, some parts answered | Some sentences are complete and some are complex | 4 or 5 errors | Handwritten only; somewhat legible; poor quality copy | **Number of 2’s x 2**  **\_\_\_ x 2=** |
| **1** | Missing 3 of the above | Unsatisfactory responses, shows poor understanding, lacking details, no complete answers | Few sentences are complete and lack complexity | 6 or 7 errors | Handwritten only; illegible; copy lacks quality | **Number of 1’s x 1**  **\_\_\_ x 1=** |
| **0** | Missing more than 3 of the above | Blank or scribbles | No sentences | More than 7 errors | Not readable at all | **Number of 0’s x 0**  **\_\_\_ x 0=** |
|  | | | | | | **Total:**  **/20** |