

Word Processing Competency Assessment Level 1, Version 2 Grading Rubric

A grade of 27 (out of 30) or better is considered a passing grade.

Skill	*SBEC Tech App Standard Addressed	Excellent (3 points)	Good (2 points)	Fair (1 point)	Poor (0 points)
Formatting	I, 1.12 III, 3.1 IV, 4.4	Document (including the footer) is entirely formatted in Arial 10 font with the exceptions noted on the test. "Word Processing Test" and the text within the shaded paragraph is in bold.	Document is primarily formatted according to the instructions on the test. "Word Processing Test" and the text within the shaded paragraph is in bold.	Document is primarily formatted in according to the instructions on the test.	Document is formatted in a font other than specified on the test.
Borders and Shading	III, 3.1, 3.5	The paragraph that contains the words "This test..." is contained within a shadow border. Shading is 25% Gray.	The paragraph that contains the words "This test..." is contained within a border (not a table). Text is bold and there is shading but not necessarily 25% Gray.	The paragraph that contains the words "This test..." is contained within a border (not a table). Text is bold, but there is no shading.	The paragraph that contains the words "This test..." is not contained within a border, or it is missing. Text is not bold, and there is no shading.
Bulleted and Numbered Lists	III, 3.1, 3.5	The bulleted list is formatted properly. The numbered list is formatted properly. Note: indentation does not need to be the same as the sample.	The bulleted list and the numbered list are both included, but one or both are not formatted properly.	Either the bulleted list or the numbered list is missing.	Both the bulleted list and the numbered list are missing.
Clip Art	III, 3.5, 3.7 IV, 4.4	Clip art is included and is 1" to 2" high. Clip art is in proportion.	Clip art is included but is either less than 1" high or is more than 2" high. Clip art may be out of proportion.	Clip art is included but is clearly out of proportion	Clip art is not included.
Word Art	III, 3.5, 3.7 IV, 4.4	Word art is included. Word art is the same format as the sample. Word art contains the same words as the sample.	Word art is included. Word art is a different format than the sample. Word art contains the same words as the sample.	Word art is included. Word art is a different format than the sample. Word art contains different words than the sample.	Word art is not included.

Skill	*SBEC Tech App Standard Addressed	Excellent (3 points)	Good (2 points)	Fair (1 point)	Poor (0 points)
Page Numbers	III, 3.5	The page number symbol is included. The page number uses font Arial 10. The page number is right justified in the footer. (Note: use of a right tab is not mandatory.)	The page number is included using automatic page numbering. The page number may or may not use the font Arial 10. The page number may or may not be right justified in the footer.	The page number is hard coded (i.e. automatic page numbering is not used.)	The page number is not included.
Footer	III, 3.1, 3.5	A footer is used and contains the teacher's name, campus, and copyright information.	A footer is used, but contains something other than the teacher's name, campus, and copyright information.	No footer is used. The teacher's name, campus, and copyright information appear at the bottom of the page.	No footer is used. The teacher's name, campus, and copyright information do not appear at the bottom of the page.
Tabs	III, 3.1, 3.5	The line which reads "This line has been tabbed" contains 1 tab set at 3 inches.	The line which reads "This line has been tabbed" reaches 3.0 by tabbing.	The teacher used any other method besides tabbing to move the text away from the left margin.	The line which reads "This line has been tabbed" is missing or lines up with the left margin.
Tables	III, 3.5, 3.7 IV, 4.4	The table contains 4 rows and 2 columns. Data is correctly entered in the table.	The table contains 4 rows and 2 columns. Data entered in the table is mostly correct.	The table contains something other than 4 rows and 2 columns.	There is no table.
Saving a Document	I, 1.6	Document is saved with the name "(your network id) wordtest", in the teacher's network folder, in the sub-folder "comptest"	Document is saved in the teacher's network folder and is identifiable by Technology department staff	Document is saved electronically and is accessible by Technology department staff	Document is submitted on paper. Documents submitted in this manner will cause the test to be invalid.