

Database Competency Assessment – Level 2 Grading Rubric

A grade of 25 (out of 27) or better is considered a passing grade.

Skill	Excellent (3 points)	Good (2 points)	Fair (1 point)	Poor (0 points)
Create Fields	Database contains all of the fields specified, with the same name as in the example. All field types are correct.	Database contains all of the fields specified. The field type is incorrect for one or more fields with or without the same field names.	Database is missing 1 to 3 fields.	More than 3 fields are missing. The field type is incorrect for most fields.
Assign Primary Key	The Student ID is set as the primary key.	The database uses a primary key field that was created by Access.	The database uses a primary key that is neither the Student ID nor a key field created by Access.	The database does not contain a primary key field.
Enter Data into Fields	The data is correctly entered into all fields of the database.	Two or fewer data entries are incorrect or missing, including data that is entered into the wrong fields.	Three or more data entries are incorrect or missing, including data that is entered into the wrong fields.	Very little correct data is entered into the database.
Create Form	The database includes a form with all of the database fields included.	The database includes a form but the form is missing 1 or 2 fields.	The database includes a form but the form contains fewer than 5 of the database fields, or the form is unusable.	The database does not include a form.
Create Query	The database includes a query with Last Name, First Name, Grade, and Phone #.	The database includes a query that either includes more fields than the ones specified or that is missing fields.	The database includes a query that includes all of the database fields or with only 1 or 2 of the fields specified.	The database does not include a query.

Sort in Query Design	The query has been modified in Design view to sort by the Last Name field in ascending order.	The query has been modified in Design view to sort by any of the 4 fields.	The query appears in sorted order but the query has not been modified in Design view to include a sort.	The query is not sorted.
Criteria in Query	The query criteria is defined so that so that only Grade 12 appears when the query is opened in datasheet view.	The query criteria is defined but either it has been applied to the wrong field or it has been applied to the Grade field with a value other than 12.	.	No filter has been applied
Create Report	The database includes a report that includes the fields Last Name, First Name, Grade, and Phone #, is grouped by grade, is sorted in ascending order by Last Name and First Name.	The database includes a report that is missing 1 or 2 of the specified criteria.	The database includes a report that is missing 3 or more of the specified criteria.	The database does not include a report.
Named Sections Properly	Named the table, form, query and report correctly. (Students Table, Students Form, Grade Query and Students Grade Report)	Named three of the sections correctly.	Named one or two of the sections correctly.	All sections improperly named.