

Spreadsheet 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)
Enter Data into Cells	The data is correctly entered into all cells.	One or two data items are incorrect or missing, including data that is entered into the wrong cells.	Three or more data items are incorrect or missing, including data that is entered into the wrong cells.	Very little correct data is entered into the spreadsheet.
Name Worksheet	The worksheet containing the data is renamed "Student Accounts."	The worksheet containing the data is renamed something other than "Student Accounts."	A different worksheet in the spreadsheet has been renamed.	There is no visible attempt to rename any worksheet.
Formatting (Sorting and Double Border)	The text in the spreadsheet has been formatted according to the instructions. There is a double border below the totals.	There is an error in the formatting or there is no double border below the totals.	There is an error in the formatting and there is no double border below the totals.	The spreadsheet has not been formatted according to the instructions and there is no double border below the totals.
Column Width and Height	Column widths and heights have been adjusted so that all data is visible.	There is one row or column of data that is not visible because of insufficient column width or height.	There is more than one row or column of data that is not visible because of insufficient column width or height.	Column widths and heights have not been changed from the default.
Functions	The "Total Received" field for the first student uses the SUM function to total the Total Due, Field Trip, and Party fields.	The SUM function is not used in 1 or 2 of the fields specified under Excellent.	The SUM function is not used in 3 or more of the fields specified under Excellent, or the SUM function is not applied correctly.	The SUM function is not used.
Formulas	The "Student Owes" field for the first student uses the correct formula which subtracts Total Received from Total Due.	The "Student Owes" field uses an incorrect formula.	The "Student Owes" field uses a function.	The "Student Owes" field is either empty or contains data.

Currency or Accounting Format	The currency or accounting format has been applied to all cells containing values.	The currency or accounting format has been applied to 3 or more columns containing values.	The currency or accounting format has been applied to 2 or fewer columns containing values.	The currency or accounting format has not been applied to any cells containing values.
Gridlines	The gridlines are visible around the data in print preview or print view.	Gridlines are inserted by using the border tool.	Gridlines are inserted using some other method other than the two listed above.	The gridlines are not visible around the data in print preview or print view.
Chart	A “clustered column” chart appears in a new worksheet with the correct series and labels.	A “clustered column” chart appears in a new worksheet with the correct series. Some labels may be incorrect.	There is a chart but it is not a “clustered column” chart, or the chart contains the wrong series.	No chart is included.