

Homework Proficiency Scale

Timely submission and completion

Minimal effort towards timely submission and completion

- Submits work more than 3 days late without communication
- Uses incorrect file formats consistently
- Leaves significant work incomplete across assignments
- Shows little awareness of deadline management
- Demonstrates minimal organizational systems

Consistently reliable with submissions and communication

- Submits on time with proper formatting across all assignments
- Communicates proactively about potential delays when needed
- Completes all components thoroughly and thoughtfully
- Demonstrates solid time management and planning skills
- Maintains consistent organizational systems

Shows basic attention to deadlines but struggles with consistency

- Submits 1–2 days late or requests last-minute extensions
- Generally follows file format requirements with some errors
- Completes most work but may rush through final components
- Shows emerging awareness of time management needs
- Begins to develop basic organizational approaches

Exceptional responsibility in managing work and deadlines

- Submits quality work ahead of deadlines consistently
- Maintains clear, proactive communication throughout projects
- Prepares comprehensively for known absences and transitions
- Creates and refines personal systems for tracking requirements
- Models excellent organizational practices for others

Note: Submit your **workbook** and **textbook work** before the **unit test**. You may submit workbook work digitally in your textbook PDF submission or hand it to me at the beginning of the test.