**Laboratory Exercise 5 Rubric**

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Section: BSIT – 1B

**Directions:**

After you have finished your project, determine how well you have completed each Category. Read thecriteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

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| **Areas of Evaluation and Corresponding Score** | **Excellent (4)** | **Proficient (3)** | **Developing (2)** | **Beginning (1)** | **Score and Comments** |
| Margins, Alignment and Spacing | Margins are set as instructed. The text is justified and double spaced. Long quotation is set off, with a line space above and below, is single spaced and indented ½ inch on either side. | Margins set as instructed; text justified and double spaced; long quotation is set off, single spaced and indented correctly – with one exception for any of the above. | Margins set as instructed; text justified and double spaced; long quotation is set off, single spaced and indented correctly – with two exceptions for any of the above. | Margins set as instructed; text justified and double spaced; long quotation is set off, single spaced and indented correctly – with three exceptions for any of the above. | 4 |
| Header | Header is set up as instructed | Header is set up as instructed, with one exception. | Header is set up as instructed, with two exceptions. | Header is missing | 4 |
| Footnotes | Footnotes, with Arabic numbers, are inserted where instructed. | Footnotes, with Arabic numbers, are inserted where instructed, with one exception. | Student has inserted endnotes instead of footnotes, with Arabic numbers, or student has made two errors in inserting footnotes. | No notes are included, or student has made three or more errors in inserting footnotes. | 4 |