**Laboratory Exercise 4 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** |
| Fonts | Entries accurately reflect font sizes, names and attributes (e.g. bold, italic, double underline) as given in the instructions | Entries accurately reflect font sizes, names and attributes with only one or two errors | Entries accurately reflect font sizes, names and attributes with only one or two errors | There are more  than four errors  in font sizes,  names, and  attributes. | 4 |
| Capitalization and Spelling | Entries are capped, or not (all caps, cap/lowercase, or lowercase only), as instructed. All spelling errors corrected. | Entries are capped, or not as instructed, with two errors in capitalization and/or spelling. | Entries are capped, or not as instructed, with three errors in capitalization and/or spelling. | Entries are capped, or not as instructed, with four or more errors in capitalization and/or spelling | 4 |
| Alignment and Spacing | All entries are spaced as instructed. Document is aligned both horizontally and vertically. | All entries are spaced as instructed, and document is aligned both horizontally and vertically with one exception. | All entries are spaced as instructed, and document is aligned both horizontally and vertically with two exceptions. | All entries are spaced as instructed, and document is aligned both horizontally and vertically with three or more exceptions. | 4 |