**Laboratory Exercise 6 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** |
| Font and Spell Check | Text accurately reflects font size, name and attributes (i.e., bold) as given in the instructions. All spelling errors are corrected. | Text accurately reflects font size, name and attributes with only one or two errors. All spelling errors are corrected. | Text accurately reflects font size, name and attributes with three to four errors. All spelling errors are corrected. | More than five entries do not accurately reflect font sizes, names and/or attributes. Spelling errors are not corrected. | 4 |
| Use of Graphics | All graphics are attractive and complement one another (in size, color, style). They all fit in the first column of the brochure. | All graphics are attractive, but not all graphics complement one another. They fit in the first column of the brochure. | Graphics do not fit in the first column and do not complement one another | Graphics do not fit in the first column of the newsletter. Graphics are unattractive or missing. | 4 |
| Layout | Brochure fits on one page, in Landscape view, three columns, with line spaces and margins set as instructed. | Brochure fits on one page, in Landscape view, three columns, but margins and/or line spaces are not set as instructed. | Brochure does not fit on one page, but it is in in Landscape view, with three columns, and/or line spaces are not set as instructed. | Brochure does not fit on one page, is not in Landscape view, with three columns. Margins and line spaces are not set as instructed. | 4 |