**Laboratory Exercise 3 Rubric**

Name: John Michael Guevarra Date: 9/19/2023

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Areas of Evaluation and Corresponding Score | Excellent (4) | Proficient (3) | Developing (2) | Beginning (1) | Score and Comments |
| Margins, Alignment and Spacing | All margins and alignment are set exactly as instructed Memo text is single spaced. | All margins and alignment are set as instructed, but alignment is incorrect. Memo text is single spaced. | At least one margin and the alignment are incorrect. Memo text is single spaced. | Two or more margins and the alignment are incorrect. Memo text is not single spaced. | 4 |
| Template and Bulleted List | The correct template has been used. The bulleted list appears exactly as instructed. | The correct template has been used. The bulleted list has one error in layout (e.g bullets are not lined up under “Please” or the hanging indent is not 0.3 | The correct template has been used. The bulleted list has two errors in layout (e.g bullets are not lined up under “Please” or the hanging indent is not 0.3 | Template is incorrect or missing. The bulleted list is incorrect or missing. | 4 |
| Font and Spell Check | Font after “Memo” heading is changed as instructed with bold and italics added correctly. All spelling errors in the text have been corrected. | Font is changed as instructed, but either bold or italics are not added. All spelling errors in the text have been corrected. | Font is not changed in all places as instructed. Either bold or italics added, but not both. All spelling errors in the text have been corrected. | Font is not changed a all. Bold and italics not added. One or more spelling errors not corrected. | 4 |