Information Literacy — Evaluators are encouraged to assign a zero to any work sample that does not meet the benchmark performance rating of "1"

Skill Sets	1 — Does Not Meet Expectations	2 — Partially Meets Expectations	3 — Meets Expectations	4 — Exceeds Expectations
Determines the nature and extent of information needed	• Does not define the scope of the question. • Information selected does not relate to question.	• Has difficulty defining the scope of the question. • Information selected only very broadly relates to question.	• Defines the scope of the question. • Information selected relates to the question and helps clarify.	• Can define the scope of the question. • Types of information selected relate to question and present alternative questions.
Accesses needed information effectively and efficiently	• Accesses information without a search strategy.	• Accesses information using simple search strategies. • Information sources limited and similar, with no evidence of refining the search strategy.	• Accesses information using a variety of search strategies and information types, with evidence of the ability to refine the search.	• Accesses information using well designed search strategies and retrieval methods which may not be limited to online information.
Evaluates information and its sources critically	• Information and sources loosely connected to the topic or problem, with no distinction between fact and opinion.	• Most information and sources directly connected to the topic or problem, but some accuracy and relevance issues remain. • Distinguishes between fact and opinion.	• Clearly demonstrates ability to judge accuracy and relevance of information and sources. • Distinguishes between fact and opinion.	• Clearly demonstrates ability to judge accuracy and relevance of information and sources. • Distinguishes between fact, inference, and opinion.
Uses Information in a Legal and Ethical Manner *	• Citations and references absent or formatted incorrectly or inappropriately. • Paraphrase/summary does not preserve original meaning and/or is not in the student's own words.	• Citations and references inconsistently formatted correctly and appropriately. • Paraphrase/summary partially preserves original meaning in student's own words.	• Most citations and references formatted correctly and appropriately. • Paraphrase/summary preserves most original meaning in student's own words.	• All citations and references formatted correctly and appropriately. • Paraphrase/summary preserves all original meaning in student's own words.

Approved May 2012

*These are restrictions on the use of published, confidential, and/or proprietary information that have both legal and ethical ramifications.