

Key Criteria	Exceeds Expectations (High Distinction) 85-100%	Exceeds Expectations (Distinction) 75 - 84%	Meets Expectations (Credit) 65 – 74%	Meets Expectations (Pass) 50 – 64%	Below Expectations (Fail) below 50%
Heading	Excellent heading section. The heading segment follows the general format; is specific; no errors exist.	Good heading statement. All heading segment follow the general format; is specific; very minor errors exist.	Fair heading statement. The heading statement follows the general format; is general in nature; no errors exist	Poor heading statement. The heading segment follows the general format; is general in nature; errors exist.	Very poor or non-existent heading statement. The heading segment does not follow the general format
Opening Statement	Excellent opening statement; contains all three components of the opening statement. All statements are specifically stated.	Good opening statement; contains all three components of an opening statement; One or two of the components could have been more specifically stated	Fair opening statement; contains all three components of an opening statement. More specificity required for all three components.	Poor opening statement; does not contain all three components of an opening statement.	Very poor or non-existent opening statement.
Context	Excellent articulation of context; both the background and the problem are described. Both statements are specifically stated.	Good articulation of context; background and the problem are described. One of the two could have been more specifically described.	Fair articulation of context; both the background and the problem are described; general in nature.	Poor articulation of context; either the backgrounds or the problem is not described.	Very poor or non-existent articulation of context.
Summary and discussion	The assessment presents a detailed and focused summary of the ideas presented; drawing clear and well thought-out recommendations	The assessment presents a fairly detailed and focused summary of the ideas presented; drawing fairly clear and well thought-out recommendations	The assessment presents a somewhat detailed and focused summary of the ideas presented; providing some evidence of recommendations	The assessment provides limited detail with no clear summary of the ideas presented; drawing limited recommendations	The assessment fails to provide any clear evidence of the ideas presented; drawing no clear recommendations.
Closing	Excellent articulation of task; All three elements are present; clear attention is paid to the professional relationship	Good articulation of task; all three elements are present; more attention to the professional relationship required.	Fair articulation of task; All three elements are present; more detail required.	Poor articulation of three elements of a closing statement	Very poor or non-existent articulation of the three elements of a closing statement.
Presentation and Quality of Writing	Quality of writing at a very high standard. Sections are coherently connected to each other. Correct grammar, spelling and punctuation.	Quality of writing is of a high standard. Sections are mostly well structured. Few grammar, spelling and punctuation mistakes.	Quality of writing is of a good standard. Few grammar, spelling and punctuation mistakes.	Some problems with sentence structure and presentation. Frequent grammar, punctuation and spelling mistakes. Use of inappropriate language.	Quality of writing is at a very poor standard so barely understandable. Many spelling mistakes. Little or no evidence of proof reading.

