

Rubric for Forms and Tables – Individual Blanks

Instructions: Review each blank that the student has filled in. Determine if each blank is filled in successfully according to the following criteria.

✓	The blank is successfully completed because it is <u>all</u> of the following: • comprehensible • legible • appropriate
✗	The blank is unsuccessfully completed because it is one of the following: • incomprehensible • blank • illegible • inappropriate

Scoring Notes

“Appropriate” means that what the test taker has written fits appropriately in that blank. For example, if a task provides a fictional person’s information, and asks the test taker to fill out a form for that person, a blank that says “Name” could be filled in with the fictional person’s name. If the test taker writes their own name, this is also considered appropriate. If the test taker writes another type of information into the blank “name” (e.g., an address, phone number, etc.), the response is not considered appropriate.

After reviewing all of the individual blanks, award a score to the response, according to the rubric.

2	All blanks are marked correct.
1	At least one blank is marked correct.
0	No blanks are marked correct.

Rubric for Sentence Completion Tasks

Instructions: Award one score for the entire writing.

2	Given the supplied language, the complete writing is all of the following: • easy to understand • appropriate, and • complete
1	Given the supplied language, the complete writing is one or more of the following: • difficult to understand at times • partially appropriate • partially complete
0	Despite the supplied language, the complete writing is one or more of the following: • difficult to understand • inappropriate • incomplete • illegible

Rubric for Extended Writing Tasks

3	The writing meets the following criteria: - Fully comprehensible - Fulfills all task requirements communicatively, including appropriate awareness of audience - Successful elaboration. May have explicit and implicit subordination (use of dependent clauses with a complementizer [that, if, whether] or a subordinating conjunction [after, because, while]) - Fulfills the minimum required amount of writing - Any source text used is successfully adapted
2	The writing meets the following criteria: - Generally comprehensible - Fulfills only part of task requirements communicatively, but writing is clearly on task - Clear attempt at elaboration, but unsuccessful - May be fewer than the minimum required number of sentences - Any source text used is adapted, but not always successfully
1	The writing meets the following criteria: - Difficult to comprehend - Clear attempt to fulfill task requirements, or on task, but communicates only basic minimal information or it misinterprets the task - Little or no attempt at elaboration, successful or unsuccessful - Fewer than the minimum required number of sentences - Any source text used is copied without a clear attempt at adaptation
0	The writing meets the following criteria: - Generally incomprehensible - Off-task or off-topic - May include attempt at elaboration, but unsuccessful because it is off-task, off-topic, or incomprehensible - Fewer than the minimum required number of sentences - Any source text used is simply copied but is not clearly related to the task