

RUBRIC Assessment Criteria for Editing						
Criteria	Ratings			Points		
Header	1 Pts Properly-formatted 3-part header inserted with name, date and period; no spelling, capitalization, or punctuation errors	0.5 Pts Problems with formatting, incorrect information, or mechanics	0 Pts Header is missing	1 pts		
Footer	1 Pts Footer "Word Processing 3" centered with correct spelling and capitalization	0.5 Pts Footer inserted, but may not be centered correctly or may have errors in spelling or capitalization	0 Pts Footer is missing.	1 pt		
Poem title font	2 Pts Title is typed in Gigi font, 26 pt., and bold	1 Pts Title is missing one of Gigi font, 26 pt., or bold	0 Pts Title is missing 2 or more of Gigi font, 26 pt., or bold	2pts		
Poem title mechanics	1 Pts Poem title is typed with correct spelling and capitalization.	0.5 Pts Poem title has 1 or 2 errors in capitalization and/or spelling	0 Pts Poem title has 3 or more errors in spelling and/or capitalization	1pt		
Poem author	2 Pts Author's name is in Gigi, 20 pt., not bold, and has correct spelling and capitalization	1 Pts Author's name has 1-2 errors in font and/or mechanics.	0 Pts Author's name has 3 or more errors in font and/or mechanics.	2pts		
Spacing	3 Pts Spacing after paragraphs, within stanzas, and between stanzas is correct.	2 Pts Minor errors in spacing	1 Pts Significant errors in spacing	0 Pts No stanzas were typed.	3pts	
Poem body font	1 Pts Poem body is typed in 14 pt. Calibri font..	0 Pts Poem body is not typed in correct font, font size, or style.			1pt	

Proof reading	2 Pts All errors identified by Word with red, green, or blue underlining have been removed.	1 Pts 1 or 2 errors are identified with red, green, or blue underlining.	0 Pts More than 2 errors are underlined in red, green, or blue.	2pts
Word count	1 Pts Word count is 120 +/-1	0 Pts Word count is less than 119 or more than 121.		1pt
Document size	1 Pts Document fits on one page without extra ENTERs, TABS, or spaces.	0 Pts Document has extra ENTERs, TABs, or spaces which cause one or more extra pages.		1pt
TOTAL				15Pts