

## GCSAA Certification Portfolio Writing Skills Rubric

“Meets Expectations” column is the standard set for passing the certification portfolio.

	Exceeds Expectations	Meets Expectations	Needs Improvement	Inadequate
<b>Sentence Structure</b>	All sentences are well-constructed with varied structure.	Most sentences are well-constructed and there is some varied sentence structure.	Some sentences are well-constructed, <u>but others are fragments or run-ons.</u>	Most sentences lack proper construction; frequent run-on or fragmented sentences.
<b>Punctuation</b>	Proper use of commas and end of sentence punctuation.	<b>Occasional</b> errors in the use of commas, apostrophes and end of sentence punctuation. <b>The reader’s understanding is not impeded by these errors.</b>	<b>Frequent</b> errors in the use of commas, apostrophes and end of sentence punctuation. <b>Errors disrupt the flow of the sentence.</b>	Repeated errors in the use of commas, apostrophes and end of sentence punctuation. <b>Understanding of the text is impeded.</b>
<b>Spelling, Grammar and Capitalization</b>	Correct spelling, grammar and capitalization throughout.	Spelling, grammar and capitalization are usually correct. <b>The reader's understanding is not impeded by these errors.</b>  3 errors per page	Misspelling and/or misuse of common words. <b>Errors are distracting to the reader.</b>  4-6 errors per page	Misspelling and/or misuse of common words. <b>Errors significantly impair readability.</b>  More than 6 errors per page
<b>*Resubmittals Only* Evidence of Editing</b>	Writing is thoroughly edited and noticeably enhanced.	Has edited per graders request and shows noticeable improvement.	Has edited some parts, but has missed noticeable errors.	Has not edited any part as requested by the graders.