Rubric for On-Site Student Evaluation

**Task Description:** *(Teacher may explain specific assignment in this space.)*

*Write text here.*

| *Criteria* | Exemplary  4 | Effective  3 | Minimal  2 | Unsatisfactory  1 | Score |
| --- | --- | --- | --- | --- | --- |
| ***Policies/ Regulations*** | * Consistently follows workplace/school policies and procedures * Consistently completes and files paperwork **on time** | * Often follows workplace/school policies and procedures * Completes and files paperwork | * Seldom follows workplace/school policies and procedures * Often paperwork does not meet requirements | * Disregards workplace/school policies and procedures * Rarely completes and files paperwork on time |  |
| ***Dependability*** | * Consistently follows instructions * Always uses good judgment * Always is punctual * Rarely absent | * Often follows instructions * Uses good judgment most of the time * Punctual most of the time * Few absences | * Sometimes follows instructions * Needs help determining good judgment * Frequently late * Repeated absences | * Rarely follow instructions * Consistently undependable * Usually late * Chronic absenteeism |  |
| ***Cooperation/ Teamwork*** | * Consistently motivates and assists others | * Quick to volunteer and assist others | * Generally works well with others | * Seldom works well with others |  |
| ***Initiative*** | * Consistently strives to learn and improve | * Often keeps self-occupied | * Sometimes finds work for self | * Seldom finds work without supervision |  |
| ***Quality of Work***  *-Productivity*  *-Accuracy*  *-Neatness*  *-Thoroughness* | * Consistently superior | * Sometimes exceeds requirements | * Consistently satisfactory | * Often unacceptable |  |
| ***Personal Attributes***  *-Appearance*  *-Courtesy* | * Consistently inspires confidence and rapport * Professional appearance | * Well-liked and respected * Appropriate appearance | * Usually gets along with others * Makes fair impression | * Seldom attracts respect from others * Appearance lacks polish |  |

**Notes:** *Write text here*

**SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/24**

**Grading Legend**

*(A guide for teachers to breakdown grade distribution based on score)*

|  |  |
| --- | --- |
| Points Earned | Grade Breakdown |
| 19-24 | **A** |
| 12-18 | **B** |
| 6-11 | **C** |
| 1-5 | **D** |