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| CATEGORY | Exemplary  (5 points) (35) | Suitable  (4 points) (28) | Not yet mastered  (3 points) (21) | No Effort Shown  (0 points) |
| Complete | The response includes all the information and characteristics that the prompt requested. | The response includes almost all information and characteristics that the prompt requested, but may be missing one or two parts. | The response includes little of the information and characteristics that the prompt requested. | There is no response to the prompt. |
| Correct | The response is answered correctly. If the prompt is objective (like multiple choice), the "right" answer is provided. If the prompt is subjective (like an essay), a well-thought out answer is provided. An exemplary response goes beyond correctness by demonstrating remarkable insight and provoking the mind of the intended audience. | The response is answered correctly. If the prompt is objective, the "right" answer is provided. If the prompt is subjective, a well thought out answer is provided. | The response is answered incorrectly. If the prompt is objective, the "wrong" answer is provided. If the prompt is subjective, the answer is not well thought out. The response may be missing key parts. | There is no response to the prompt. |
| Coherent | The response follows the rules of spelling, punctuation, accentuation, and grammar of the language being used. An exemplary response shows a mastery of word choice and grammatical structures that provide the intended audience with a sense of fluidity and superior craftsmanship. The font, coloring, etc. is acceptable and aesthetically pleasing. The response is very enjoyable and easy to read. | The response generally follows the rules of spelling, punctuation, accentuation, and grammar of the language being used. There may be a few style and usage errors. The font, coloring, etc. is acceptable. The response is easy to read. | The response does not follow the rules of spelling, punctuation, accentuation, and grammar of the language being used. There are many style and usage errors. The font, coloring, etc. is uncceptable or illegible. The response is difficult or impossible to read. | There is no response to the prompt. |
| Coordinated | The response is properly divided into appropriate parts (such as paragraphs, et cetera). The entire response is clear in its order and deep in its internal relationships. | The response is properly divided into appropriate parts. | The response is not properly divided into appropriate parts, or is not divided at all. The lack of clarity in the order of the response detracts from its overall quality. | There is no response to the prompt. |
| Comprehensive | The response attends to all aspects that pertain to the topic that the prompt requests, and answers all the questions that the intended audience might have. All sources are cited. | The response attends to all aspects that pertain to the topic that the prompt requests. The intended audience may be left with one or two questions. All sources are cited. | The response does not attend to all aspects that pertain to the topic that the prompt requests. The intended audience is left with many questions. Some or all of the sources used are not cited. | There is no response to the prompt. |
| Concise | The response is elegant because it contains no unnecessary "fluff" - extra words that seem to just be taking up space. | The response is well written, but may contain some "fluff." | The response is not well-written, contains a lot of "fluff," and seems to waste the audience's time by rambling on but never getting to the point. | There is no response to the prompt. |
| Creative | The response demonstrates artistic merit beyond what was required for the assignment. It is a pleasure to behold, both for the mind and the senses. | The response demonstrates uniqueness and is clearly the work of the author who claims to have written it. | The response is not unique (it uses hackneyed phrases or tries to "cop out" by being complete but of poor quality), or it is plagiarized (automatic 0 overall). | There is no response to the prompt. |