

Rubric for Word Processing Assessment

Component	1-Not acceptable	2-Below expectations	3-Meets expectations	4-Exceeds expectations	Score
Assessment Criteria	Missing Component	Component present but poorly formatted	Component present and formatted properly	Component present, formatted properly, and creatively enhanced	
Open word processing software					
Create and correctly format the assigned document					
Spell check the document					
Save the document to an appropriate disk					
Print the document					

TOTAL _____