



College Graduate Competency – GRAD-IT-1 INFORMATION TECHNOLOGY RUBRIC

Adopted Version - 03/03/05

Used when assessing the demonstration of use of a computer to perform personal and professional tasks.

Student Name _____ Course/Section _____ Date/Qtr _____ Overall Score _____

Test Disk #: _____

E.1 Use basic operating system functions including file management (10 pts)					Points
E1.a	Create a folder on a floppy disk and save files into the folder.	All files are saved in the correct folder on the floppy drive (8 pts)	Not all files are saved to the correct folder. 1 point each for correct folder name and for each file saved in the correct folder (1 – 7 pts)	Files were not saved to the floppy drive (0 pts)	
E1.b	Use the “save as” function to create a copy and different version of a file.	The files are named exactly as the instructions indicate (2 pts)	At least one file is named correctly (1 pt)	Files are not named correctly (0 pts)	
Comments:					Subtotal for E.1
					10
E.2 Connect to the Internet and use a Web browser to research and obtain information (10 pts)					Points
E2.a	Use a browser to perform research as indicated by the exam instructions.	Information obtained from Internet research is exactly as specified in the instructions (8 pts)	Partial information located; instructions were not followed. e.g. Less than a five-day forecast, forecast not for Marion, Ohio, or outdated information (1 – 7 pts)	No information was obtained – information “made up” (0 pts)	
E2.b	Cite sources appropriately.	Source of information is cited appropriately in presentation footer (2 pts)	Source is cited incorrectly or was not placed in the footer (1 pt)	Source is not cited (0 pts)	
Comments:					Subtotal for E.2
					10

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PowerPoint Section – part of the exam score; not a College GraduateC ompetency (10 pts)					Points
	Create slides.	Two slides created—title slide and detail slide (2 pts)	Two slides created, but not a title slide and a subtitle slide (1 pt)	Created only a single slide or did not create any slides (0 pts)	
	Choose themes.	Used a slide theme; text is readable and font sizes are appropriate (2 pts)	Used a slide theme, but the font sizes / colors are not easily readable or do not work well with the copy/pasted information (1 pt)	No theme applied (0 pts)	
	Work with graphics.	Slide 1 includes clip art related to the research; Clip Art is appropriately sized (2 pts)	Slide 1 includes clip art, but not related to research or sized appropriately (1 pt)	No graphic in Slide 1 (0 pts)	
	Spelling/punctuation.	No spelling or punctuation errors (2 pts)	Exactly one spelling or punctuation error (1 pt)	More than one spelling / punctuation error (0 pts)	
	Footers.	Footer includes name, test disk #, Web page source (2 pts)	Footer exists, but not exactly as indicated on instructions (1 pt)	No footer (0 pts)	
Comments:					Subtotal
					10
E.3 Create, send, and receive e-mail and attachments (10 pts)					Points
E3.a	Receive e-mail and attachments.	Opened and edited email attachment and saved file to floppy disk as indicated (5 pts)	Opened and saved email attachment, but did not edit the attachment (1 pt)	Did not open/save the e-mail attachment (0 pts)	
E.3.b	Send e-mail and attachments.	Sent Email message and file attachment to the instructor exactly as indicated in the instructions (5 pts)	Sent an e-mail to the instructor, but did not include the file attachment; subject line incorrect, no message in body of e-mail (3 pts)	Did not email a message to the instructor (0 pts)	
Comments:					Subtotal for E.3
					10

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E.4 Create, edit, and print a professional document using a word processing application (30 pts)					Points
E4.a	Document format	Document is formatted exactly according to the instructions: Left and right margins are set to 1” Document is double spaced, first line indent on paragraphs, Arial 12 font (5 pts)	Document is missing at least 1 and not more than 3 document formatting elements (3 pts)	Document is missing 4 or more document formatting elements (0 pts)	
E4.b	Title and Sub Headings Format	Document is formatted to exact specifications: Title font is Arial 18, bold, small caps Title is centered Subheadings are Arial 12, bold, and italicized (5 pts)	Document is missing at least 1 and not more than 3 title and sub heading format elements (3 pts)	Document is missing 4 or more title and subheading elements (0 pts)	
E4.c	Chart object	Excel Chart object is copied into the document, is appropriately sized, with even spaces before and after the chart object (5 pts)	Chart object is copied into the document, but is not readable or placed appropriately; spaces are not even before and after the chart object (3 pts)	Chart object is not copied into the document (0 pts)	
E4.d	Header and footer	Header and footer are formatted to exact specifications: Page number in header aligned at right margin, no page number of page 1, name and test disk number centered in footer (5 pts)	Document is missing at least one and not more than 3 header and footer formatting elements (3 pts)	Document is missing at least 4 header and footer formatting elements (0 pts)	
E.4.e	Bulleted list	Bulleted lists and @ symbol are formatted to exact specifications: Bullet symbols are changed to > (5 pts)	At least one but no more than 3 bullet formatting errors (3 pts)	At least 4 bullet formatting errors (0 pts)	
E.4.f	Columns	Columns are formatted to exact specifications: Two columns begin at correct paragraph, final paragraph is reset to single column (5 pts)	Document includes two column formatting at appropriate point, but no reset to single column for final paragraph (3 pts)	No columns (0 pts)	
Comments:					Subtotal for E.4
					30

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E. Create, edit, and print a professional document using a spreadsheet application (30 pts)					Points
E.5.a	Formatting data type and footers.	Data types formatted to specifications (currency, percentages); footer includes name and test disk number (5 pts)	At least one formatting error related to the footer, currency and percentages formats; footer is present, but missing name or test disk number (1 – 3 pts)	No footer or formatting – typed in numbers and text (0 pts)	
E.5.b	Justification formatting.	Justification and text wrapping are exactly as instructions indicate (5 pts)	At least one formatting error related to merge and center, text wrapping, and justification (1 – 3 pts)	No non-standard formatting applied (0 pts)	
E.5.c	Formulas	Formulas are exactly as instructions indicate (correct use of SUM, Fixed cell reference) (5 pts)	One or more formula errors – no fixed cell reference, did not use the SUM formula (1 – 3 pts)	No formulas – typed in the numbers (0 pts)	
E.5.d	Chart formatting.	Chart is exactly as instructions indicate – angled labels on X axis, legend placed in bottom right corner, chart is on separate worksheet (5 pts)	Chart is present but with one or more errors – not 3D, X-axis labels not angled; legend not in bottom right corner, not on separate worksheet (1 – 3 pts)	No chart (0 pts)	
E.5.e	Chart data range.	Data range correct in chart (5 pts)	Selected incorrect data range. (1 – 3 pts)	No chart (0 pts)	
E.5.f	Printing.	Printed worksheet and chart on separate pages; worksheet is centered vertically (5 pts)	Printed either worksheet or chart (but not both), printed on the same page, or did not center vertically (3 pts)	Did not print both worksheet and chart (0 pts)	
Comments:					
Subtotal for E.5					30
TOTAL PTS					100