

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, SCHOOLS OF CONTINUING EDUCATION  
**EL CIVICS HOUSING RENTALS #4.9 WRITTEN ASSESSMENT**  
**RUBRIC SCORING SHEET – Advanced Low/High**

Student Name: \_\_\_\_\_  
*Last Name* *First Name*

ID #: \_\_\_\_\_ Section #: \_\_\_\_\_ Agency: SAC-SCE SCC-CE

**Task One: Complete a Rental Application Form (20 points possible)**

<b>Description:</b>  Given an agency-created personal and housing history, student (IL-A) will complete an authentic rental application form.	<b>Content</b>	
	90% of the items assigned to Intermediate Low – Advanced level students are correct. (30-33)	18 points
	80% of the items assigned to Intermediate Low – Advanced level students are correct. (26-29)	16 points
	70% of the items assigned to Intermediate Low – Advanced level students are correct. (23-25)	14 points
	Less than 70% of the items assigned to Intermediate Low – Advanced level students are correct. (0-22)	0 points
	<b>Legibility, Neatness, and Spelling</b>	
	Neat and legible. Spelling errors do not interfere with meaning.	2 points
	Not neat or legible or spelling errors interfere with meaning.	0 points
	<b>Total</b>	_____/20

**Task Three is on the next page.**

**Task Three: Write an Email About a Housing Problem (20 points possible)**

<p><b>Description:</b></p> <p>Given a level-appropriate scenario or prompt, student will write an email or letter to the landlord about a problem in the rental unit. Student will describe the problem, tell how long the problem has been going on, and explain how and when the problem can be fixed to her/his satisfaction.</p> <p><u>Optimally, the writing task will be created on a computer or phone and sent to the assessor electronically.</u></p>	<b>Content</b>	
	Addresses all parts of the task effectively. Ideas are well stated, clearly expressed, and supported with concrete, relevant detail. No inference is required. Written in well-organized paragraph(s).	14 points
	Addresses all parts of the task adequately. Some ideas may not be well stated. May require minimal inference. Written in adequately-organized paragraph(s).	12 points
	Addresses the task in a general way but may have gaps. Many ideas may not be well stated. May lack appropriate or sufficient detail or clear focus. May require some inference. May be written in loosely-organized paragraph(s).	10 points
	Addresses the task minimally but relation to the task is evident. May be unfocused or unclear. Little or no supporting detail. May require a substantial degree of inference. May not be written in paragraphs.	8 points
	Nothing written or content is incomprehensible or inappropriate.	0 points
	<b>Grammar, Structure and Mechanics</b>	
	Almost no errors in grammar, structure, spelling, capitalization or punctuation.	4 points
	Some errors in grammar, structure, spelling, capitalization, or punctuation that do not distract the reader.	3 points
	Many errors in grammar, structure, spelling, capitalization, or punctuation that may require the reader to infer meaning.	2 points
	Errors make the writing difficult to understand even with inference.	0 points
	<b>Format</b>	
	Uses standard email format including 4 items: an appropriate subject, salutation, closing, writer's contact information such as name, address, email address, and phone number.	2 points
	Uses standard email format including 3 items: an appropriate subject, salutation, writer's contact information such as name, address, email address, and phone number.	1 point
	Not in standard email format.	0 points
<b>Total</b>	<u>      </u> /20	

*Advanced students need a minimum of 36 points to pass.*

**TOTAL POINTS**        /40

P    NP