

ARCADIA VALLEY CTC SCORING GUIDE
TECHNICAL PAPER: CAREER-SPECIFIC OPERATION OR PROCESS
Focus Skills: Process Analysis and Sequencing

CRITERIA	0	1	2	3	4	TOTAL
INTRODUCTION	Introduction is incomplete	Introduction lacks 3 or more required components	Introduction presents the required components but may not be clear; or introduction may lack 1-2 required components	Introduction presents background information, context for and purpose of process, scope of process, assumptions about reader's knowledge/ability, and motivation to read carefully	Introduction clearly presents background information, context for and purpose of process, scope of process, assumptions about reader's knowledge/ability, and motivation to read carefully	
DEFINITIONS	Does not define new terms	Definitions of new terms are incomplete or inaccurate	Defines new terms but definitions may lack clarity; may not use glossary or define within writing when appropriate	Defines new terms for reader (listed in a glossary if 6+ terms; defined within writing if fewer than 6 terms)	Clearly and effectively defines new terms for reader (listed in a glossary if 6+ terms; defined within writing if fewer than 6 terms)	
LIST OF MATERIALS, TOOLS, OR INGREDIENTS	Does not list tools, materials, or ingredients	Lists tools, materials, or ingredients necessary to perform procedure but list may lack accuracy or completeness	Lists tools, materials, or ingredients necessary to perform procedure but list may lack clarity	Lists all tools, materials, or ingredients necessary to perform procedure	Clearly and effectively lists all tools, materials or ingredients necessary to perform procedure	
VISUALS (if applicable)	Does not include visual	Picture, diagram, or flow chart may hinder understanding or may lack accuracy	Picture, diagram, or flow chart may lack clarity	Picture, diagram, or flow chart aid reader in understanding procedure	Picture, diagram, or flow chart enhances the reader's understanding of procedure; may simplify complicated procedure	
WARNINGS	Does not include warnings	Warnings are inaccurate or incomplete	Warnings alert reader to dangers but may not be clear or may follow rather than precede dangerous steps	Warnings alert reader of dangerous steps in a procedure, including consequences of overlooking steps or of performing steps incorrectly	Warnings clearly alert reader of dangerous steps in a procedure, including consequences of overlooking a step or of performing steps incorrectly	
EXPLANATION OF STEPS	Cannot follow procedure	Explains steps but may lack accuracy or completeness; process is difficult to follow	Explains steps but may lack clarity; may explain too much or too little based on reader's assumed prior knowledge/ability	Accurately explains steps, taking into consideration the reader's assumed prior knowledge/ability	Effectively explains steps, taking into consideration the reader's prior knowledge and ability as established in introduction; includes additional notes following essential steps that enhance reader's understanding	

FORMAT					Format is professional and reader friendly, using white space appropriately; individual steps are clearly visible, perhaps numbered;	
MECHANICS	Mechanics are not acceptable	Sentence fragments, too many distracting errors	Occasional errors but not enough to distract	Complete sentences; correct capitalization, punctuation, and spelling	Flawless presentation of mechanics	
WORD USAGE	Word choice is not acceptable	Word choice is inadequate or inappropriate	Word choice is acceptable; steps may not begin with active verbs	Word choice is effective; uses active verbs and 2 nd person point of view	Word choice is professional yet simple; active verbs begin each step; uses 2 nd person point of view	
ORGANIZATION	Organization is not acceptable or not attempted	Organization of ideas between paragraphs and within paragraphs is random or poorly organized	Organization of paragraphs is acceptable but ideas within paragraphs may lack organization	Introductory paragraph presents purpose; body presents skills and/or qualifications; conclusion requests a course of action; ideas within paragraphs may be organized	Effective organization includes an introductory paragraph to present purpose; body to present skills and/or qualifications; conclusion to request a course of action; effective organization of ideas within paragraphs	
USES TECHNOLOGY	Not word processed or appearance is unacceptable	Word processed but appearance is unacceptable	Word processed; appearance needs minor revisions	Word process in a clear font to create an appropriate appearance	Word processed in a clear font to create a professional appearance	
TIME REQUIREMENTS	Work is not complete	Completed late			Completed on time	