

Quick Scale: Grade 7 Writing Instructions and Procedures

The Quick Scale is a summary of the Rating Scale that follows. Both describe student achievement in March–April of the school year. Instructions and procedures are usually expected to be carefully revised, edited, and proofread.

Aspect	Not Yet Within Expectations	Meets Expectations (Minimal Level)	Fully Meets Expectations	Exceeds Expectations
SNAPSHOT	<i>The writing consists of loosely connected ideas; often includes serious errors.</i>	<i>The writing is somewhat general but completes basic task; may include errors.</i>	<i>The writing is clear and detailed; accomplishes the basic purpose.</i>	<i>The writing is clear, complete, and concise; effectively accomplishes the purpose.</i>
MEANING • ideas and information • use of detail	<ul style="list-style-type: none"> • purpose or focus is not clear • few details; includes inaccurate or irrelevant information 	<ul style="list-style-type: none"> • purpose is clear, but focus may wander • some specific, relevant examples and details 	<ul style="list-style-type: none"> • focused around a clear purpose • specific and relevant examples and details 	<ul style="list-style-type: none"> • purposeful, focused • specific and accurate examples and details make ideas clear
STYLE • clarity, variety, and impact of language	<ul style="list-style-type: none"> • simple, repetitive language 	<ul style="list-style-type: none"> • some descriptive or technical language 	<ul style="list-style-type: none"> • clear and varied language; may use specialized or technical terms 	<ul style="list-style-type: none"> • precise, clear, varied language; uses specialized or technical terms appropriately
FORM • format and organization • graphics, visual features	<ul style="list-style-type: none"> • may omit titles, headings • may be an unsorted list or one paragraph; steps are often omitted or combined • diagrams, charts, or sketches may be omitted or inaccurate 	<ul style="list-style-type: none"> • titles or headings relate to the purpose • logical sequence; may omit or combine some steps • diagrams, charts, or sketches may be unclear, incomplete, or contain errors 	<ul style="list-style-type: none"> • clear, informative titles and headings • complete; logical sequence • diagrams, charts, or sketches are complete and labelled 	<ul style="list-style-type: none"> • clear, informative titles, headings, subheadings • complete, well organized, easy to follow • effective diagrams, charts, or sketches clarify and extend information
CONVENTIONS • complete sentences • spelling • punctuation • grammar (e.g., agreement, verb tense) • word choice	<ul style="list-style-type: none"> • frequent errors in simple words and structures • no control of sentence structure; often includes run-on sentences • may be difficult to read 	<ul style="list-style-type: none"> • some errors in spelling, punctuation, and grammar that do not interfere with meaning • may include some run-on sentences • legible 	<ul style="list-style-type: none"> • may include errors in complex language, but these do not interfere with meaning • most sentences are correctly constructed • clearly and neatly presented 	<ul style="list-style-type: none"> • generally correct; may include occasional errors in complex language, but these do not affect meaning • sentences are correctly constructed • shows care, pride