

Student Name: _____

Number Assigned: _____

Program: (circle) **Transfer** **Career** **Certificate**

Answer Grading Rubric

CRITERIA	POINT VALUE			TOTAL
	5/4 points	3/2 points	1/0 points	
Caption	<ul style="list-style-type: none"> · Court accurately stated · Parties and designations accurately stated · Caption formatted · Answer appropriately titled 	<ul style="list-style-type: none"> · Some correct formatting · Some correct court and party designations 	<ul style="list-style-type: none"> · Incorrectly states court or parties · Caption not formatted · No title 	
Admissions and Denials to Factual Allegations	<ul style="list-style-type: none"> · Each allegation in numbered paragraphs of complaint responded to with admission or denial or statement that party does not have sufficient information to admit or deny 	<ul style="list-style-type: none"> · Some admissions or denials 	<ul style="list-style-type: none"> · Omits all or majority of admissions or denials 	(x2)
Cause(s) of Action	<ul style="list-style-type: none"> · Each cause of action (count) identified · Each numbered paragraphs of cause of action(s) responded to with admission or denial · Incorporation paragraphs included 	<ul style="list-style-type: none"> · Includes admissions or denials for most elements of causes of action 	<ul style="list-style-type: none"> · Omits cause(s) of action · Omits most or all of admissions or denials in response to elements of cause(s) of action · Omits all incorporation paragraphs 	(x2)
Affirmative Defenses	<ul style="list-style-type: none"> · All applicable affirmative defenses included · Affirmative defenses correctly titled and numbered 	<ul style="list-style-type: none"> · Includes some applicable affirmative defenses 	<ul style="list-style-type: none"> · Omits most or all applicable affirmative defenses · Affirmative defenses not titled or numbered 	
Prayer for Relief	<ul style="list-style-type: none"> · “Wherefore” clause included · Each request for court action separately stated · Request for jury trial 	<ul style="list-style-type: none"> · Some elements of proper prayer for relief included 	<ul style="list-style-type: none"> · Omits most or all elements of proper prayer for relief 	
Signature Block	<ul style="list-style-type: none"> · Party’s name included · Attorney of record and address included · Dated 	<ul style="list-style-type: none"> · Some elements of proper signature block included 	<ul style="list-style-type: none"> · Omits party’s name · Omits attorney’s name and address 	

CRITERIA	POINT VALUE			TOTAL
	5/4 points	3/2 points	1/0 points	
Appearance of Body and Signature Block	<ul style="list-style-type: none"> · Paragraphs individually numbered · Consistency in headings, fonts and numbering · Formatted and spacing · Overall professional appearance 	<ul style="list-style-type: none"> · Some formatting, spacing and overall professional appearance 	<ul style="list-style-type: none"> · Paragraphs not individually numbered · Unformatted 	
Writing	<ul style="list-style-type: none"> · Produces clear and well-organized writing that responds appropriately using standard American English · Complete sentences · Accurate spelling, punctuation, and capitalization 	<ul style="list-style-type: none"> · Produces mostly clear and well-organized writing that mostly responds appropriately using standard American English · Mostly grammatically correct 	<ul style="list-style-type: none"> · Writing is not clear or well-organized and/or does not respond appropriately using standard American English · Fragment or run on sentences · Incorrect grammar, punctuation and spelling 	
Critical Thinking	<ul style="list-style-type: none"> · Properly evaluated the evidence and data relevant to the assignment 	<ul style="list-style-type: none"> · Evaluated some of the evidence and data relevant to the assignment 	<ul style="list-style-type: none"> · Failed to properly evaluate the evidence and data relevant to the assignment 	
Computer Fluency	<ul style="list-style-type: none"> · Used word processing software applications to produce a properly formatted document with no errors or only minor errors 	<ul style="list-style-type: none"> · Used word processing software applications to produce a document containing some significant errors 	<ul style="list-style-type: none"> · Failed to use word processing software applications to produce a properly formatted document and/or produced a document containing many significant errors. 	
OVERALL TOTAL				
OVERALL PERCENTAGE SCORE = OVERALL TOTAL ÷ 60 (Number of possible points)				

Instructor comments: