Westford Academy
School Rubric: Writing

	Exceptional (4)	Proficient (3)	Approaching (2)	Well Below (1 or 0)	SCORE
Purpose	Consistently demonstrates understanding of the assignment through awareness of the audience, tone, and structure.	Generally demonstrates understanding of the assignment through awareness of the audience, tone, and structure.	Sometimes demonstrates understanding of the assignment through awareness of the audience, tone, and structure.	Fails to demonstrate understanding of the assignment through awareness of the audience, tone, and structure.	
Grammar, Mechanics, and Usage	Meets all requirements of standard language with respect to sentence structure, grammar, mechanics, and usage.	Meets most requirements of standard language with few errors that do not interfere or interrupt the flow of the paper.	Sometimes has errors in the use of standard language that negatively impact the reader's understanding of the information.	Fails to meet requirements of standard language.	
Organization	Demonstrates clear and sophisticated flow of ideas with differentiated transitions, and a superior introduction, body, and conclusion.	Demonstrates clear and logical flow of ideas with introduction, body, and conclusion.	Contains a limited introduction, body, and/or conclusion, and an inconsistent flow of ideas.	Has no formulation of introduction, body, and/or conclusion. Progression of ideas is difficult to follow.	
Content	Includes and uses relevant and accurate information from high quality sources in a sophisticated way.	Includes and uses relevant and accurate information from appropriate sources for the purpose of the assignment.	Includes but sometimes uses relevant information. Some information is inaccurate, and some sources used were inappropriate for the assignment.	Includes information that is generally irrelevant and/or inaccurate. Demonstrates poor selection of sources.	
Format	Meets all MLA (or other professional standard system) formatting requirements.	Meets most MLA formatting requirements with few errors.	Makes significant errors in MLA formatting.	Fails to meet MLA formatting requirements.	
TOTAL SCORE AVERAGE					