

**Rubric to assess a portfolio. "Building businesses, changing lives".**

ASPECTS	4 EXCELLENT	3 GOOD	2 NEED IMPROVEMENT	1 LOW PERFORMANCE
<b>ORGANIZATION</b>	The student has composed the pages with a title, the evidence and its reflection with clear and short sentences.	The student has composed most of the pages with a title, the evidence and its reflection with clear and short sentences.	The student has composed some of the pages with a title, the evidence and its reflection with clear and short sentences or the pages are incomplete.	The student hasn't composed most of the pages or they are mostly incomplete.
<b>REFLECTION</b>	All the points of the learning diary are fully covered with clear reflection of the work done.	All the points of the learning diary are covered, but without clear reflection of the work done.	Not all the points of the learning diary are clearly developed, and there is still some reflection on the work to be done.	Reflections are missing or the contents of the answers that students provide in their learning diary are not clear and do not fit the reflection they are required to make.
<b>USE OF DIGITAL TOOL*</b>	The student shows a high level of proficiency in using the digital tool effectively. The multimedia elements are correctly done and work perfectly.	The student shows enough proficiency in using the digital tool. The multimedia elements are correct but not all work properly.	The student does not show enough proficiency in using the digital tool. The elements do not correspond to what is asked in the learning diary step.	The student does not show any proficiency in using the digital tool. Students do not know what multimedia elements they should include in their learning diary.
<b>USE OF ENGLISH</b>	The student uses a wide range of vocabulary and there is no repetition. There aren't any grammatical errors.	The student uses quite a wide range of vocabulary and there is not a lot of repetition. There are few grammatical errors.	The student uses some new vocabulary and a few new expressions. There are some grammatical errors.	The student tends to repeat words. There are serious grammatical errors that prevent the audience from understanding the message.
<b>MECHANICS: SPELLING, PUNCTUATION, AND CAPITALISATION</b>	The student uses punctuation, spelling and capitalization correctly.	There are a few minor errors in punctuation, spelling and/or capitalization.	The text contains several errors in punctuation, spelling and/or capitalization.	There are many errors in punctuation, spelling and capitalization.



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<b>DESIGN</b>	The information is distributed in a very visually attractive way, the combination of colours is very harmonic and the typography used is readable and very appropriate.	The information is distributed in a visual way, the colour combination is appropriate, and the typography used is readable and correct.	The information is visually unattractive, the colours are not combined in a harmonious way and/or the typography is not the most appropriate.	The information is visually unattractive, the colours do not combine harmoniously and/or the typography used is incorrect and unreadable.

**\*PRINTED PORTFOLIO:** if you are working on a printed portfolio, the aspect **USE OF DIGITAL TOOL** does not apply.

