

ASSESSMENT 2

Communicating with Professional Colleagues

SCORING GUIDE FOR COM FPX 1150 ASSESSMENT 2

Use the scoring guide to understand how your assessment will be evaluated.

CRITERION 1

Explain digital literacy in terms of offering a definition and examples of relevant skills.

Distinguished

Explain digital literacy in terms of offering a definition and examples of relevant skills. Notice why digital literacy is important to being successful in professional pursuits.

Proficient

Explain digital literacy in terms of offering a definition and examples of relevant skills.

Basic

Describes a definition of digital literacy, but this falls short of a true explanation and the examples of skills may not be relevant.

Non Performance

Does not describe a definition of digital literacy.

CRITERION 2

Describe the risks of plagiarizing from digital sources.

Distinguished

Describes the risks of plagiarizing from digital sources. Notice how plagiarizing in professional work could impact future career success.

Proficient

Describes the risks of plagiarizing from digital sources.

Basic

Describes plagiarism, but does not do so within the context of risks or digital sources.

Non Performance

Does not describe plagiarism.

CRITERION 3

Format a document according to instructions.

Distinguished

Formate a document according to instructions; the document contains one error.

Proficient

Formate a document according to instructions.

Basic

Formats a document according to instructions; the document contains more than five errors.

Non Performance

Does not format a document according to instructions.