

SIX-POINT SCORING GUIDE

FYS Portfolios

This scoring guide describes the criteria for evaluating students' portfolios. While the standards address specific elements within individual texts, the final evaluation expresses a holistic evaluation of the complete set of materials. Although faculty use a six-point scale, the evaluations fundamentally divide into two groups: scores of 4-6 indicate a competently written set of texts, meeting standards of quality the faculty expect from students completing their first term at Coe; scores of 1-3 identify portfolios with significant inadequacies in fundamental writing skills.

- 6** *Content:* Texts insightfully explore pertinent issues; depth, fullness, and complexity of thought.
Organization: Focused and coherent organization.
Development: Telling details, penetrating examples or comparisons.
Style: Smooth, effective mastery of diction, sentence variety, and transitions.
Editing & Mechanics: Few, if any, errors in mechanics, usage, and sentence structure.
- 5** *Content:* Some depth and complexity of thought; worthwhile insights on important issues.
Organization: Effectively organized, coherent writing.
Development: Good development in some passages with supporting details.
Style: Clear, efficient writing, though may lack the originality or power of a **6**.
Editing & Mechanics: Diction, sentence structure, & mechanics are solid; few editing errors.
- 4** *Content:* Addresses questions raised and explores issues, though less systematically than **5/6**. Shows clarity of thought but may lack complexity; not arresting in originality or power.
Organization: Reasonable organization, though may be weak in some paragraphing or transitions.
Development: Some effective details; occasionally ideas may be left stranded.
Style: Basic competence in writing; some flexibility and variety in sentence structure.
Editing & Mechanics: Occasional errors in mechanics and sentence structure, but most usage is accurate.
- 3** *Content:* May distort or neglect important dimensions of issues being discussed; understanding of readings may be incomplete, inaccurate, or misleading; analysis is often superficial or full of stereotypes; development of ideas uncertain and unclear.
Organization: tends to be simplistic, mechanical.
Development: Absence of details, insufficient descriptions; examples are obvious or unoriginal.
Style: Errors in sentence structure; limited sentence variety; unsure control of language.
Editing & Mechanics: Errors in usage and mechanics may occasionally interfere with reading.
- 2** *Content:* Important tasks ignored or misunderstood; serious difficulty reading & responding to texts; serious errors in reasoning or developing key ideas; contradictions in statements.
Organization: Significant structural problems, necessary material missing or inappropriately placed.
Development: Writing dominated by clichés and simplistic claims and support.
Style: Some basic composing skills but minimal sentence variety or flexibility.
Editing & Mechanics: Frequent errors in sentence structure, usage, mechanics.
- 1** *Content:* Major portions of portfolio not completed; compositions difficult to comprehend
Organization: Overall impression of disorganization and confusion.
Development: Serious difficulties with developing ideas or examples and illustrations.
Style: Writer is not in control of basic conventions of Standard English.
Editing & Mechanics: Consistent, serious faults in sentence structure, usage, mechanics.

PORTFOLIO SCORING SHEET

Student:

Instructor:

The portfolio evaluation is based on the reader's appraisal of each text according to five primary criteria and an overall assessment of the portfolio as a set of interrelated texts.

1. **CONTENT** (A top-rated portfolio demonstrates serious thinking and engagement with topics; content should be accurate and precise, going beyond superficial discussion of issues)

2. **ORGANIZATION** (Structure of paragraphs and papers appropriate to nature of content)

3. **DEVELOPMENT** (Effective use of examples, illustrations, quotes, details; significant ideas explained and amplified)

4. **STYLE** (Fluency, variety, and flexibility in sentences; good phrasing and word choice)

5. **EDITING & MECHANICS** (Prose observes conventions of Standard English in grammar, sentence structure, punctuation, spelling; appropriate manuscript preparation)

FINAL EVALUATION OF PORTFOLIO (Six-Point Scale)

6 = *Cogent, well-articulated compositions; effectively organized & developed.*

5 = *Clean, clear writing; no major problems.*

4 = *Adequate writing; some flaws but mastery of most conventions for academic prose.*

3 = *Marginally competent writing; significant deficiencies in at least one of the five criteria.*

2 = *Significant deficiencies in at least two of the five criteria.*

1 = *Significant deficiencies in three or more of the five criteria.*

Concluding Comments