

Sample rubric for assessing for designing source documents

Criteria	Excellent	Good	Average	Not achieved
Business logo	Logo shows creativity, is appropriate for the specific document and the type of business.	Good logo that is appropriate for the business.	Name of business indicated where applicable but no creativity or evidence of logo	No name or logo evident
	4–5	3	2	0–1
	Excellent	Good	Average	Not achieved
The document	Document is good	Document is	Document is	Little effort visible
	4–5	3	2	0–1
Excellent cash invoice	Cash invoice shows	Cash invoice	Cash invoice	Document shows
	4–5	3	2	0–1
Excellent deposit slip	Deposit slip is	Deposit slip is	Deposit slip is	Document is
	4–5	3	2	0–1
Total	Maximum 20 marks			

Rubric for assessing Term 2 project

	Poor	Average	Good	Excellent	Max. marks
Type of service and name of business	No indication of a name for the business and type of business is not a service business	The name is not relevant to the type of business and there is no clear indication that this is a service business	A name has been given to a service business	The choice of service business is relevant and the name clearly indicates the type of service being offered	
	0–3	4–6	7–8	9–10	10
Capital	No explanation of capital or calculation	An explanation of capital given and an indication of an amount needed but no calculations	Calculation of capital shown and a good description of capital	Detailed explanation of capital as a factor of production and a realistic amount of capital with all calculations	
	0–3	4–6	7–8	9–10	10
Labour	Very little indication of labour that could be required	Explanation of types of labour	Good explanation of labour, listing the two types of labour and the number of people appropriate for the type of business	Excellent description of labour as a factor of production and the number of potential employees realistic and appropriate	
	0–3	4–6	7–8	9–10	10

Sample documents	Two or less source documents included	Source documents included but are not complete or relevant and do not indicate the business name or function	Three source documents neatly presented with name of business or relevant to the type of service business	Well designed and presented source documents that clearly indicate the name of the business and relevant to a service business	
	0–3	4–6	7–8	9–10	10
Presentation of project	Project is untidy, incomplete and clearly shows lack of interest and little time spent doing it	Most of the aspects of the project included but work shows a lack of attention to detail	A neatly presented project with components included	A neat, well written project showing attention to detail	
	0–3	4–6	7–8	9–10	10
Maximum marks					50