



Name: _____ Tutor: _____

Date: _____

| | Criteria | | | | Points |
|--|--|---|--|---|--------|
| | 4 | 3 | 2 | 1 | |
| Completion of Required Sections | All required sections are complete. | One required section is missing. | Two or three required sections are missing. | More than three required sections are missing. | _____ |
| Missing Sections | No sections of the notebook are missing. | One section of the notebook is missing. | Two sections of the notebook are missing. | Three or more sections of the notebook are missing. | _____ |
| Headers / Footers | No required header(s) and/or footer(s) are missing within notebook. | One or two required header(s) and/or footer(s) are missing within notebook. | Three or four required header(s) and/or footer(s) are missing within notebook. | More than four required header(s) and/or footer(s) are missing within notebook. | _____ |
| Organization | All assignment and/or notes are kept in a logical or numerical sequence. | One or two assignments and/or notes are not in a logical or numerical sequence. | Three or Four assignments and/or notes are not in a logical or numerical sequence. | More than four assignments and/or notes are not in a logical or numerical sequence. | _____ |
| Neatness | Overall notebook is kept very neat. | Overall notebook is kept in a satisfactory condition. | Overall notebook is kept in a below satisfactory condition. | Overall notebook is unkempt and disorganized. | _____ |
| | | | | Total | _____ |

Notes and Comments: