

Grading Rubrics

The Grading Rubrics are fully functional, with all formulas and calculations embedded.

*** Please do not attempt to change any information on the rubric.**

How to use:

1. Enter the required information on rows 1-5.
2. Click a block under column "E", and a drop-down arrow will appear.
3. Click the drop-down arrow and select an option (**Yes**, **No**, or **N/A**). The rubric will populate column "G" based on your selection. **Please do not manually enter any numbers in column "G".**

				Correct?	Possible	Earned
Demographic Information (20% of overall)				Yes, No, N/A	Points	Points
Name					4	0
Date of Birth				Yes	4	0
Social Security Number				No	4	0
Address: (Street, City, County, State, Zip)				N/A	2	0
Gender					2	0
Marital Status					2	0
Ethnic Origin					1	0
Race					1	0
Demographic Total:				0.0%	20	0

- **If Yes** = All parts of specific element are correct = **All points**
- **If No** = Any part of specific element is incorrect = **No points**
- **N/A** = Does not apply to case being reviewed = **Possible points are removed** (will not count against final score)

Note: No partial points will be given.

- If a subsection of the rubric is Not Applicable “N/A”, you can change the Possible Points for that section by clicking the block in column “E” next to the heading, and selecting “N/A”. This will adjust the possible points for that section.

	A	B	C	D	E	F	G
					Correct? Yes, No, N/A	Possible Points	Earned Points
31	Income (20% of overall)						
32	Earned Income				N/A		
33		Employer (if no income blank)			Yes	0	0
34		Hours			No	0	0
35		Amount			N/A	0	0
36		Frequency				0	0
37		Type: Wages, Severance, etc.				0	0
38	Unearned Income						
39		Source (if no income blank)				1	0
40		Amount				2	0
41		Frequency				2	0
42		Type: Cash contributions, In-kind, etc.				1	0
43	Benefits						
44		Source (if no income blank or TANF benefit)				1	0
45		Amount				2	0
46		Frequency				2	0
47		Type: SSI, SSA, Worker's Comp, etc.				1	0
48				Income Total:	0.0%	12	0