



Santa Barbara County Education Office Clear Administrative Services Credential Program



Rubric and Scoring Guidelines for Assignments

A key goal of the CASC program is for you to learn and practice new ways of doing and being related to the CPSELs and job-embedded skills; therefore, assignments should be complete, specific, detailed, and relevant to the assignment prompt(s) and your work context.

The scoring guidelines in the rubric reflect a growth mindset and awareness that learning is a process. The expectation is for work to be Proficient. Candidates who receive a score of less than 3 on assignments have the opportunity to revise, within a reasonable timeline, for clarity, detail, or completeness until they can score a 3. In this way, we try to ensure that you maximize your understanding of the concepts and skills as presented through the assignments.

Please plan to complete and upload all assignments **before or by the due date(s)**. This allows for timely and effective feedback and allows for you to adjust or revise, if needed, to score a 3.

See the *Late Assignment Policy* in this Handbook for more information related if you have an exception and need an extension on due dates, as well as information related to the special circumstances of the Portfolio due date.

3	2	1
Proficient	Nearly Proficient	Not Yet Proficient
The assignment addresses all areas of the prompt(s) clearly and completely using professional language. The assignment includes all specific, relevant details and full description of events. The assignment shows deep self-reflection on CPSEL &/or connections to the IIP.	The assignment did not address all areas of the prompt(s), and/or some aspects are unclear or incomplete. The assignment is missing a few specific or relevant details. The assignment lacks self-reflection &/or a connection to CPSEL or the IIP.	The assignment did not address the prompt(s), and/or the response is unclear and incomplete. Language is unprofessional. The assignment is missing many relevant details and/or may be confusing as written.