

# Government Department Checklist for Grading Written Work

Student Name \_\_\_\_\_

[2012 - 2013]

Course/Semester \_\_\_\_\_

## Grading Standards

- A – Distinguished
- B – Superior Work
- C – Satisfactory
- D – Passing but not satisfactory
- F – Failure

## Paper Structure

- I. Introductory Paragraph
- II. Body of the Paper
- III. Conclusions
- IV. Standards and Expectations for Grammar and Composition (see Uniform Code of Notation)
- V. Formatting
- VI. Citations and Bibliography

## Criteria

## Uniform Code of Notation for Grammatical Errors

1. All work must be typed on one side of the page. (10%)  
2. All work must be double-spaced. (10%)  
3. All work must be on standard letter size paper. (10%)  
4. All work must be on white paper. (10%)  
5. All work must be on one side of the page. (10%)  
6. All work must be double-spaced. (10%)  
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