

A Rating Scale for Assessing Attitude and Effort in Keyboarding

Name: _____

Date: _____

	poor		excellent	
Task Commitment: remains on task while in the classroom and does not distract others from their work	1	2	3	4
Attendance: maintains good attendance	1	2	3	4
Punctual: arrives to class each day on time	1	2	3	4
Effort: asks for make-up work when absent and makes arrangements to complete make-up work on own time	1	2	3	4
Initiative: begins work without teacher supervision or being reminded	1	2	3	4
Listens Attentively: follows instructions carefully and consistently	1	2	3	4
Works Independently: remains on task without interrupting classmates	1	2	3	4
Courtesy: responds in a positive manner to teacher/classmates and makes an attempt to profit from constructive criticism; completes tasks without complaining	1	2	3	4
Organization: comes prepared for each class by having all necessary books and supplies organized prior to processing information	1	2	3	4
Application: demonstrates continually the use of touch keyboarding skills in completing tasks	1	2	3	4
Management: maintains a log so that it is properly completed and up to date	1	2	3	4
Consideration: cleans up work area and puts disks, materials, and books away before leaving class	1	2	3	4
Motivation: remains on task throughout the class; remains seated until the bell and does not stand at the door	1	2	3	4
Honesty: completes own work	1	2	3	4
Curiosity: seeks help or clarification when necessary	1	2	3	4

Comments:

Adapted from *Business Education: A Curriculum Guide for the Secondary Level: Information Processing 16, 26, 36.* (Saskatchewan Education, Training and Employment 1994).