

# Takin' Care of Business

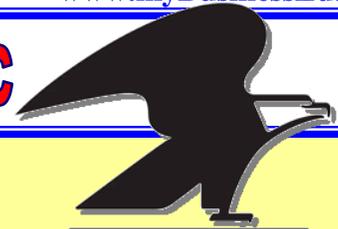


Mr. Breitsprecher's Edition

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www.myBusinessEd.com

## Authentic Assessment: Mailability Rubric



### Mailability



Today's students are comfortable with grading rubrics and policies that assess student work based on achieving standards and benchmarks. It's a great system that accommodates all students. Everyone can choose to be successful high achievers. The formative/practice we do in class is based on a simple check-off system. For a project to be considered complete, it needs to meet the following 4 benchmarks which represent how businesses assess work:

1. Correct format, "pleasing to the eye"
2. Spell & Grammar checked
3. Readable (please be careful how you use colors)
4. Concisely conveys original meaning or intent of the document

The real world is "outcome based. Work is either completed to a reasonable standard of quality for its intended purpose or it needs to be corrected.

Business classes in should recognize this and uses a grading system that allows each student to be successful.

Vocational education courses, like Business Education, have always been outcome-based. In class, we identify the things that students will master and be comfortable doing (Standards and Benchmarks).

Then we do activities that check what students already know and can do (Formative Assessments). We learn new skills, practice them, and then demonstrate mastery.

Practice work is important. It is how we learn. We make mistakes when we learn. We make mistakes when we practice. We can edit and revise our work, building real-world skills. We can all earn credit this.

Only unit tests go in the gradebook as scores (summative assessments) and they are used to demonstrate or "prove" that students are consistently applying learning and new skills.

How fast a student masters standards or benchmarks does not matter – this is how the real world works. What matters is what we can do. In business classes, formative assessment (daily work/activities) are checked off as being complete for our purposes and meeting class benchmarks.

Think of a letter you might write at a job or a brochure you

might create to promote and advertise your products or services.

In business, your documents you would send in the mail do not have to be perfect, but they need to communicate effectively and look neat & complete before mailing – this is where the term "mailability" comes from.

Mr. B's Business Ed classes use a simple standard so that we can track/check-off formative assessments. The rubric above explains when a document is ready to be checked-off in the gradebook.