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| **Area for Improvement** | **Criteria for ‘at standard’** | **Evidence of exceeding standards** |
|  | **Task submitted*** All components are completed to a satisfactory level
* Best work
 |  |
|  | **Format / Layout*** Title
* Easy to read
* Aesthetically pleasing
 |  |
|  | **Spelling / vocab*** Use of technical vocabulary
* Most common words spelt correctly
 |  |
|  | **Grammar*** A variety of simple, compound and complex sentences used
* 80% of correctly punctuated sentences including capital letters and full stops
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|  | **Planning and Editing*** Evidence of work being planned
* Evidence of editing before submitting
 |  |
|  | **Research Skills*** Able to note take from research
* Able to rewrite notes into sentences
* Able to use multiple sources (internet, books etc)
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