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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 |  |
|  | **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) |  |