Written Document assessment matrix

Applicant name _____   Document Title _____

Date ___/____/____   ARPRO Level applying for   1 ☐   2 ☐   3 ☐

Criteria	Needs work (1 point)	Good (2 points)	Excellent (3 points)	Score
Structure of Document	Lacks a coherent structure which impacts the flow of ideas. Hence, parts of the message are vague. ☐	Has a good basic structure but in places the transition of ideas is disjointed. This distracts from the message being shared. ☐	An informative opening followed by a good progression of ideas reflected in headings. The logical flow of ideas helps to strengthen the message. ☐	
Knowledge of Topic	Main ideas underdeveloped and presented in a very generalized way. They offer very limited insight into the topic/ideas being shared. References appropriately cited, including AI if used. ☐	Has a sound understanding of the topic and main points are generally well developed. A little more evidence in places would help to endorse ideas. References appropriately cited, including AI if used. ☐	Demonstrates a comprehensive understanding of the topic. Key points well supported with evidence and presented in context. Purposeful conclusion. References appropriately cited, including AI if used. ☐	
Sector Relevance	Only partially addresses the relevance of the ideas to the recreation sector. ☐	Discusses relevance to the sector and notes how some ideas are transferable to the workplace. ☐	Shows a clear understanding of the ideas and how these are/can be integrated into the sector. ☐	
Writing Style	Writing style has quite a few errors and overly verbose in places. This detracts from what you're trying to tell the reader. ☐	In spite of a few grammatical and structural errors, the writing style is mostly clear which makes the message very accessible. ☐	Writing style is engaging and mostly free of errors. Language is precise, vivid, and enhances the essence of the document. ☐	
General Comment				

Score   __ / 12   Resubmit 1 – 6   Pass 7 – 12   Assessor's name _____