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|  | Not meeting requirements | Approaching requirements | Meeting requirements |
| Scope | -little to no content is related to the topic  -content covers little to no subtopics  -little to no detailed information is present  -introductory materials are absent or contain little to no detail | -most content is related to the topic  -content is somewhat comprehensive and covers some subtopics  -some detailed information is present  - introductory materials are present including some detail | -all content is related to the topic  -all content is comprehensive and covers a wide range of subtopics  -detailed information is present  -source contains detailed introductory materials |
| Currency | -content is not current or relevant  -content information is not recent | -most content is current and relevant  -most content information is recent | -content is current and relevant  -content information is recent |
| Accuracy | -content contains little to no factual information  -content is supported by little to no official identified sources  -source contain little to no detailed section for acknowledgments | -content contains some factual information supported by some official identified sources  -source contains section for acknowledgments | -content contains factual information supported by various official identified sources  -source contains detailed section for acknowledgments |
| Format | -content and layout is organized in an illogical manner  -format interferes with the purpose  -source is missing table of contents  -source is missing index and glossary  -illustrations are dated and photos are unclear | -content and layout is organized in a somewhat logical manner  -source includes table of contents  -source contains an index and glossary  -illustrations are somewhat dated and photos are somewhat clear | -content and layout is organized in a logical manner  -source includes detailed and easy-to-use table of contents  -source contains an easy-to-use detailed index and glossary  -illustrations are current, clear and appropriate to the topic |