

Rubric for Classification Key

	1	2	3	4
Format	The key has no format. Characteristics are unclear and reader has no idea how to follow the key.	The key has some format and the reader can read and follow parts of it. The characteristics are unclear.	The key is mostly formatted correctly. The characteristics are clear and the reader can mostly follow the key.	The key follows the correct format, with each characteristic clearly labeled. Directions tell reader exactly where to go.
Use	The key was difficult to use and confusing.	Parts of the key were confusing and difficult.	Most of the key was easy to use, but some parts were still confusing to use.	The key is easy to use and very self-explanatory.
Neatness	The information is disorganized and messy. Conventions are missing.	Parts of the information are disorganized without any conventions. Parts are neat.	Most of the information is neat with mostly correct conventions.	All information is neat and conventions are correct.