

Task
On topic
Makes sense
Correctly uses required word/phrase/idea
Follows all other instructions

Structure	
Fragment	
Missing the subject or verb	
Fused Sentence	Two or more independent clauses:
Not separated by appropriate punctuation	Or by a connecting word
Or separated only by a comma	
Run-On Sentence	Three or more clauses, joined by conjunctions, whose ideas are not closely linked
Incorrect word order	Misplaced parts of the sentence
Sentence starts as statement and ends as a question	Direct question with implied question without quotation marks or other punctuation
Extra Word	Sentence could be corrected by removing a word
Omitted Word	Sentence could be corrected by inserting a word
Incorrect part of speech	An adjective is used in place of an adverb
Did not identify the subject when the verb form changed	

Word Form Errors
Tense
Agreement
Plurality
Usage
If a word is incorrect in meaning but is the correct part of speech for the way the sentence is structured, score as a Word Form error (not a Structure error).

Word Form Error Examples
Slang and colloquial word usage
Subject-verb disagreement
Disagree in number (singular or plural) or person (first, second, third)
Incorrect verb form
Wrong verb tense or wrong form of a verb
Lack of parallel structure
Verb tense changes inappropriately in a sentence
Incorrect or unclear noun/pronoun
Missing Possessive
Incorrect preposition or article
Word meaning
Note: Incorrect part of speech is a Structure error, not a Word Form error
Double negative

Word Form Errors - Not Penalized	
A vs. an	spelling
Your vs you're	spelling
Their, their, they're	spelling
It vs it's	spelling
That vs. which	score either as correct

Other Mechanical Errors
Capitalization
Lack of capitalization of first word or proper noun
Words or letters inappropriately capitalized
Punctuation
Apostrophes in verbs, plural nouns, or possessive pronouns
Missing or added quotation marks, commas, periods, or semicolons

