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|   | **Beginning** | **Developing** | **Accomplished** | **Mastery** |
| Planning | I was unable to come up with an organized plan and work within the time limits. | I needed teacher help to list and organize what I needed to do. There are some steps missing in my planning. I made revisions with teacher help. | I was able to work within the time frame my teacher gave me. I was able to develop a system to organize my information. I was able to make revisions with help from my teacher. | I made really good use of my time. I was able to remain focused on the tasks and make changes when I needed to. I was able to develop a clear method to organize my information. I was able to make revisions in my plan when needed. |
| Gathering | I lost focus during the gathering process and therefore my information was not accurate and complete. | I used 1 or more sources. Original question or focus guided my search, although I should have made revisions. I made errors in selection of references. | I used many resources to find information that answered my question. I tried at revising my search, but had some problems doing so. | I used a variety of resources and carefully selected only the information that answered my question. I was able to continually revise my search based on information I found. |
| Sorting | I was unable to sort and organize the information I found to answer my question. | I tried to organize the information I found, but I made some mistakes. I wasn't able to completely stay focused on information that would answer my question. | I sorted information and organized information that answered my question without too many errors. | I thoroughly selected and organized information that answered my question in an organized way. I selected information that was appropriate. |
| Synthesizing | My product is incomplete and contains missing details and it isn't completely accurate. | My product is not complete and only answers part of the question. | My product answers the question in a way that reflects learning using some detail and accuracy. | I used the information I found in a meaningful way to create an original product that clearly answers the question with accuracy, detail and understanding. |

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