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| Criteria | Unsatisfactory (0) | Emerging (1) | Proficient (2) | Rating |
| Introduction | No introductory paragraph is included. | A brief introductory paragraph is included but it lacks details. | An introductory paragraph is included which provides information about the project, timeline and involved stakeholders, however no other information is provided. | Choose an item. |
| Role in Project | The eportfolio owner has not specified their role in the project. | The eportfolio owner has specified their role in the project, however, the description of the responsibilities lacks details. | The eportfolio owner has clearly specified their role in the project. The description of the responsibilities is comprehensive. | Choose an item. |
| Problem Statement | The problem being addressed during the project has been included, however, lacks details. | The problem being addressed during the project has been included. | The problem being addressed during the project has been clearly articulated. | Choose an item. |
| Research (Analysis) | No research evidence has been used to inform the project. | Research has been used in some phases of the project. | Research has been used to inform most aspects of the project. | Choose an item. |
| Goals | No goals have been formulated. | Goals have been included; however, they do not follow the SMART format. | SMART goals have been formulated. Goals are also clear and coherent. | Choose an item. |
| Design Process | There is no information about the frameworks and tools used in producing artefacts. | There is limited information about the frameworks and tools used in producing artefacts. | The information included about the frameworks and tools used in producing artefacts is comprehensive. | Choose an item. |
| Design Principles | The design principles used to produce the artefacts have not been included. | The design principles used to produce the artefacts have been included, however, the principles lack detail. | A comprehensive list of design principles that were used to produce the artefacts has been included. | Choose an item. |
| Learnings and Next steps | No reflection on the impact of the course on the learner experience has been included. | A reflection on the impact of the course on the learner experience has been included; however, it does not include ‘Lessons drawn’ from the project. | A comprehensive reflection on the impact of the course on the learner experience has been included; outlining the impact on the learner and lessons drawn. | Choose an item. |
| Total Score | | | |  |