

PROOFREADER EVALUATION

COURSE CODE	<input style="width: 95%;" type="text"/>	COURSE TITLE	<input style="width: 95%;" type="text"/>	PROGRAM	<input style="width: 95%;" type="text"/>
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NAME OF PROOFREADER	<input style="width: 98%;" type="text"/>
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INSTRUCTIONS TO THE EVALUATOR:

- 1) Kindly rate the proofreader in each of the traits indicated below using rating scale that corresponds to the criteria of performance or service during the proofreading process.
- 2) Kindly note that the proofreader may not be a professional or an expert in the subject matter of the thesis. Hence, the evaluation will be based on the technical skills and proofreading process rather than content expertise.

SCORING RUBRIC

1	2	3	4	5
POOR	FAIR	SATISFACTORY	VERY GOOD	EXCELLENT

KEY AREAS	1	2	3	4	5
A. DEMONSTRATION OF TECHNICAL SKILLS (40%)					
Able to improve the grammar of the manuscript and make it virtually free from improper grammar, spelling errors, and typos.					
Uses appropriate proofreading terminology					
Proofreading is reliable and accurate (i.e., no missing words or texts, data, graphs, etc.)					
Provided comments on formatting including font, spacing, and appropriate use of tables, bullets, headers and footers.					

PROFESSIONAL DEPARTMENT (20%)	1	2	3	4	5
Conducts meetings with the advisees on-time and as necessary.					
Acts according to the job description given by the institution.					
Delivers quality output on time.					
Demonstrates respect for different individuals (including the advisees and adviser).					

REMARKS / COMMENTS (use back page if necessary)	NOTED BY
	COURSE COORDINATOR SIGNATURE OVER PRINTED NAME DATE

REMARKS / COMMENTS