

ACTE: Individual/Group Productivity Design Rubric

DIRECTIONS

1. Ask the student/group for the **printed portfolio**. Digital or electronic portfolios are not accepted. Allow no more than 5 minutes for project setup and score the printed portfolio during setup.
2. Confirm that the productivity solution, documents, templates, formulas, macros, code, graphics, and production assets are student-created. **AI-generated productivity content or production assets are prohibited**. If suspected or disclosed, pause scoring and refer the entry to ACTE staff.
3. Allow no more than 10 minutes for the project presentation. The student may choose which portion of a larger body of work to show.
4. Judges may ask questions for no more than 5 minutes and are not limited to the topics listed in the rubric.
5. Enter a score for every criterion. Add the /30 portfolio score and /70 project/presentation score for the /100 final score, then initial page 2.

PRINTED PORTFOLIO CHECKLIST			Points
Online Orientation Certificate	0 Certificate is missing.	10 Certificate is printed and placed as page 1 of the portfolio.	
Printed Portfolio	0 No printed portfolio is submitted, or only a digital/electronic portfolio is provided.	10 A complete printed portfolio is submitted at judging. Digital portfolios are not accepted.	
Required Portfolio Sections	0 Required printed portfolio sections are not provided.	10 - Printed portfolio includes these 9 sections: 1. Online Orientation Certificate (first page) 2. Project identification page: student name(s), school, category, level, and region 3. Table of contents 4. Project narrative: purpose, learning, and benefit 5. Software and hardware used 6. Problem statement, user/audience needs, workflow map, requirements, sketches, data structure, template plan, or other planning evidence 7. Screenshots, formulas/macros or selected code, version history, testing results, accuracy checks, usability feedback, revisions, and final output 8. Works cited/bibliography and asset/source credits 9. Signed statement that the productivity solution and included documents, code, and production assets are student-created and contain no AI-generated content or assets	
Judges Printed Portfolio Checklist Score			/30

This section is valued at 30 points total.

PRODUCTIVITY DESIGN PROJECT & ORAL PRESENTATION RUBRIC

Select the score range that best matches the demonstrated level. Enter one numeric score from 0-10 for each criterion.

PROJECT					Points
Purpose, User Need & Workflow					
0 No identifiable purpose, user need, or workflow.	1-3 Purpose is unclear; the user, task, or workflow problem is difficult to identify.	4-6 A basic need and workflow are evident, but requirements, constraints, or intended outcomes are incomplete.	7-9 Clear purpose addresses a defined user need with a logical workflow and measurable outcomes.	10 Compelling, well-researched solution demonstrates exceptional understanding of the user, workflow, requirements, and impact.	
PROJECT					Points
Functionality, Accuracy & Reliability					
0 Solution does not function or cannot be evaluated.	1-3 Major errors, broken features, inaccurate results, or missing validation prevent reliable use.	4-6 Core functions work, but accuracy, validation, consistency, or reliability is uneven.	7-9 Solution functions reliably with accurate results, appropriate validation, and only minor issues.	10 Production-ready solution demonstrates exceptional accuracy, reliability, validation, error handling, and consistency.	
PROJECT					Points
Efficiency, Automation & Productivity Improvement					
0 No productivity improvement is demonstrated.	1-3 Solution adds unnecessary steps or provides little measurable improvement to the workflow.	4-6 Solution provides a basic improvement, but automation, time savings, or workflow efficiency is limited.	7-9 Purposeful features, formulas, templates, macros, or automation clearly improve speed, accuracy, or consistency.	10 Highly innovative solution delivers exceptional, measurable productivity gains through refined automation and workflow design.	
PROJECT					Points
Usability, Organization & Professional Output					
0 Solution cannot be used or final output cannot be evaluated.	1-3 Layout, navigation, instructions, organization, or output frequently confuse the user.	4-6 Solution is generally usable, but clarity, accessibility, consistency, or professional finish is uneven.	7-9 Intuitive organization, clear instructions, accessible design, and polished output support efficient use.	10 Exceptional user experience and publication-ready output demonstrate professional organization, accessibility, clarity, and visual quality.	
PROJECT					Points
Originality, Purpose & Student Authorship					
0 Purpose or student authorship cannot be established.	1-3 Work shows limited original decision-making; sources, formulas, code, or development process are unclear.	4-6 Purpose and student contribution are evident, though technical choices or documentation are basic.	7-9 Original, purposeful work with clear student ownership and well-supported development evidence.	10 Distinctive solution, meaningful purpose, and convincing evidence of independent student authorship and technical decision-making.	
PRESENTATION					Points
Explanation of Process & Professional Delivery					
0 Does not explain or demonstrate the productivity solution.	1-3 Explanation is difficult to follow; limited preparation or understanding of the workflow.	4-6 Explains major steps and tools, but detail, organization, or delivery is inconsistent.	7-9 Clearly explains user need, planning, software, formulas/automation, testing, revisions, and outcomes professionally.	10 Confident, concise demonstration shows command of the complete productivity-design workflow and measured impact.	
QUESTIONS					Points
Knowledge, Problem-Solving & Responses					
0 Does not answer judges' questions.	1-3 Answers are incomplete or show little understanding of tools, formulas, code, data, or decisions.	4-6 Answers most questions and describes basic challenges or revisions.	7-9 Provides specific, accurate responses about workflow, software, automation, accuracy, testing, security, and revisions.	10 Insightful responses demonstrate deep technical understanding, reflection, and equal group contribution.	

AI-GENERATED PRODUCTIVITY CONTENT PROHIBITED: Entries may not contain generative-AI-created text, templates, formulas, macros, code, layouts, graphics, documentation, or other production assets. Judges should not independently penalize suspected use; pause scoring and refer the entry to ACTE staff for review.

Judges Printed Portfolio Checklist Score	/30
Productivity Design Project & Oral Presentation Score	/70
Total Project Score	/100
Ranking (ACTE Staff Only)	

Judges Initials: _____