

**High School Marketing and Business Plan Performance-Based Assessment
Penalty Sheet**

WRITTEN PLAN

Penalty	Points
1. More than 15 pages Do not count title page, table of contents, references, and appendix (minus 1 point for every page over 15)	
2. Pages not in sequence (minus 1 point)	
3. Improper use of font size, font, line spacing, and margins (minus 1 point each)	
4. 8.5 x 11 inch paper not used (minus 1 point)	
5. APA format for citations and references not used (minus 1 point)	
TOTAL:	

ORAL PRESENTATION

Penalty	Points
1. Professional dress not used (minus 2 points per member not in professional dress)	
2. Materials not submitted on time (minus 3 points for late submittal)	
3. Presentation beyond the designated time period (minus 1 point for every minute)	
TOTAL:	