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|  | Level 1 | Level 2 | Level 3 | Level 4 |
| Completeness: Are all required items included? | Less than half of items included | More than 3 items missing | Fewer than 3 items missing | All items included |
| Completeness | Items are not completed at all | Items are half completed | Items are complete | Items are complete, and corrections have been made |
| Presentation | Items are not presented in any organized fashion | Items are presented in a mostly disorganized fashion | Items are mostly organized | Items are immaculately organized |
| Comments: | | | | |