Rubric Checklist

Instructions

Use this checklist as you develop your project. Although it is a checklist, the purpose of its use is not to "check" every item. Rather, the goal of this tool is encourage thoughtful reflection and consideration of critical aspects of the implementation of a rubric. Checking all the items on this list will not guarantee a perfect project, but the discussions you have regarding each item will help you improve your project. Finally, the tool is not designed to be used alone - it is best discussed with a team.

Clear Purpose

- ☐ What we want to learn from using the rubric is clear and specific.
- ☐ We have access to a performance / paper / sample of work that can be scored using a rubric.

Identifying Existing Rubrics

- ☐ Since creating your own rubric from scratch is very time consuming, a search of existing rubrics has been performed.
- ☐ Existing rubrics are evaluated for match to your purpose and to the performance / paper / sample of work that is to be evaluated.

Qualities of Effective Rubrics

- ☐ No more than two pages.
- ☐ Fits the task but is not exclusive to the task.
- ☐ Communicates clearly to the person doing the rating and the person being rated.
- ☐ Clear descriptors at each level of performance.
- ☐ Key terms are defined including overall definition of the outcome / construct.
- ☐ Reflects appropriate use of theory in defining outcome / construct.
- ☐ Able to link to exemplars at various levels of achievement (if applicable).
- ☐ Rubric can be piloted.
- ☐ Rubric can be revised over time.

Using Rubrics

- ☐ Raters are trained on the rubric to support inter-rater reliability.
- ☐ Software tools or systematic paper process is used to support the sharing and use of rubric scores.
- ☐ Rubrics are shared with those who are being rated in advance.

- ☐ Examples of work that meets high / medium / low scores are given when students asked to self-score.

Reporting and Using Results
- ☐ Inter-rater reliability statistics are calculated.
- ☐ Results are reported for each component (so strengths and weaknesses can be identified).
- ☐ The rubric is evaluated and improved as part of the assessment process.
- ☐ Rubric is shared with the report to allow for ease of interpretation.