NDSU | ASSESSMENT
DIVISION OF STUDENT AFFAIRS

Rubric Checklist
SA[3]

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
☐ Campus Labs or other software tool 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 high / medium / low 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