

How to Make a Rubric

Definition: A rubric is a tool that describes progressive levels of achievement for a specific knowledge, skill, or behavior. .

Steps for Creating a Rubric:

- 1) Identify what it is that you want to measure.
 - The key here is to ensure alignment between the knowledge/skill/behavior being assessed and the nature of the assignment/experience where it was demonstrated.
 - If the assignment/experience does not demonstrate the knowledge/skill/behavior, then your rubric will not be applicable.
- 2) Identify the key components or characteristics that makeup the knowledge/skill/behavior you are measuring.
 - What illustrates the knowledge/skill/behavior in question?
 - How does somebody demonstrate this knowledge/skill/behavior within the parameters of the assignment or experience?
- 3) Determine distinct levels or a scale of mastery.
 - Generally try to have an even number of levels (usually 4 or 6).
 - When using an odd number, the majority of samples will naturally fall within the middle level.
 - Examples of different levels can include:
 - Not acceptable/marginal/proficient/exceptional
 - Unclear/emerging/developed/highly developed
 - Beginning/developing/competent/accomplished
- 4) Develop a clear definition and description of each category or characteristic at every level of mastery.
 - Start with the top expectations and describe the characteristics of the highest product.
 - Describe the traits that the lowest/unacceptable product would consist of.
 - Describe the middle-level characteristics to fit in between the top and bottom levels.
 - Focus on the quality that you expect to be evident at each level rather than what you expect to be absent.

Key Questions When Evaluating Your Rubric:

- Does this rubric measure the intended outcome?
 - Every characteristic that is measured should be related to the outcome in question.
- Was it created by persons knowledgeable in the subject matter?
 - It is important for components to be valid in terms of content for a given outcome.
- Can this rubric be easily explained and shared with others?
 - The rubric should make sense and help you explain your rating to others in the spirit of transparency.

Tips When Using Rubrics:

- Calibrate your ratings with your fellow scorers and discuss any discrepancies.
- Save examples of benchmarks for low-, middle-, and high-quality work.
- Share your rubrics with colleagues who are looking to measure similar characteristics or traits.
- Share your rubrics with students in order to help explain where they can improve in specific areas.