

Steps for Creating a Rubric

1. **Identify what is being assessed.** What learning objective(s) is the assignment intended to measure?
2. **Determine if a holistic or analytic rubric is appropriate.**
Are you measuring student learning as evidenced by the complete performance task? If so, then select *HOLISTIC*.

Are you measuring student learning as evidenced by the components of a performance task? If so, then select *ANALYTIC*.

NOTE: Analytic rubrics are recommended for formative assessment, providing students with detailed feedback across multiple criteria (more than one objective).

3. **Determine the criteria** that are going to measure student learning. These criteria are tied to the learning objectives/outcomes and are distinct categories. Together, they describe the learning performance.

ASK YOURSELF: What characteristics of student work would give evidence for student learning for this objective?

The number of criteria will depend on the assignment. *HOLISTIC* rubrics will have only one criteria/dimension whereas *ANALYTIC* rubrics will have more than one.

4. **Determine the rating scale** that will represent levels of mastery, both meaningful and appropriate for the task. Basic rating scales include at least three distinct levels of mastery (e.g. does not meet, meets, or exceeds). However, you may choose to include additional levels based on the assignment.
5. **Write descriptors** for each level of mastery across all criteria. You are now completing the individual cells of the rubric. Be sure to use words that describe what the student work IS, rather than what it IS NOT. Use caution when making numerical references (e.g. provides 3 examples) alone—the focus should be on QUALITY and not QUANTITY.

ASK YOURSELF: What does student work look like at each level of mastery/quality?

You may even wish to review samples of student work to determine descriptors.

6. **Test your scoring rubric.** Meet with other faculty to get feedback on the ease of use and scoring reliability. Consider requesting student feedback.
7. **Review and revise as needed.**