# Assessor Instructions

**Step 1. Review the rubric**

Any descriptions unclear?

Any progressions not sufficient?

**Step 2. Review the assignment description (if provided)**

Any criteria (foci) not relevant?

**Step 3. Assess the (sample) assignment using the rubric**

**3a. Provide your rating, strengths and areas to develop further on the Assessment template**

Which level did the student achieve for each criteria?

Indicate any criteria that was not applicable (N/A)

Provide brief description of a strength (e.g., Efficient strategies for seeking info). These strengths will be themed across students.

Provide brief description of an area to further develop (e.g., Limited ambiguity addressed) These strengths will be themed across students.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student**  | **LLL\_1\_1** | **LLL\_1\_2** | **LLL\_1\_3** | **LLL\_1\_4** |
| **Criteria 1. Rating or NA** | **3** | **2** | **4** | **3** |
| **1. A Strength** | Efficient strategies for seeking info | awareness of limits of knowledge | Adjusts strategies | Integrates limits of knowledge |
| **2. An area to further develop** | Limited ambiguity addressed | Limited strategies | Limited consideration of big picture still. | Relies on prompts |
| **Criteria 2. Rating or NA** | **NA** | **NA** | **NA** | **NA** |
| **…** |  |  |  |  |

**Template options:** Assessor tracking sheets are provided as word document with students as vertical columns or as an excel file with students as horizonal rows or vertical columns

**3b. Feedback on rubric**

Any criteria/descriptions difficult to assess? What made it difficult?

Any criteria that were clear or easy to assess? What made it clear?

Suggested changes for the rubric?