

# TOP TIPS FOR USING A RUBRIC

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Review It First

Use It to Plan Your Time

Understand the Criteria

Refer to It Often

Note the Levels

Build on Your Strengths

Know the Keywords

Address Your Challenges

# TOP TIPS FOR USING A RUBRIC



## REVIEW IT FIRST

A rubric includes assignments guidelines, shows what your professor expects, and gives you criteria to meet those expectations. Reviewing it early gives you time to ask questions if you don't understand what you need to do.

## REFER TO IT OFTEN

Rubrics vary from course to course and include criteria, levels, and mark values. Think of them as a tool to help you stay on track and maximize your grade. Use it to 'mark' your work or have a peer review it and provide feedback.

## UNDERSTAND THE CRITERIA

Each criterion includes a description of a specific assignment requirement such as research, content, thesis, organization, referencing, grammar, and format. Understanding the criteria helps you do what you need to do.

## BUILD ON YOUR STRENGTHS

Start with the tasks you are most confident in such as brainstorming, research, or planning an outline. When working with a partner or a group, use your strengths to make the assignment the best it can be.

## NOTE THE LEVELS

The marks associated with a criterion are shown in points (e.g. 1, 2, 3, 4) or words (e.g. excellent, good, fair, poor). Check all the levels and use the information to understand what your professor wants you to do and wants you to avoid.

## ADDRESS YOUR CHALLENGES

After receiving feedback, reflect on where you can improve. If you lost marks for formatting, allow time to get help. Ask questions if you aren't sure of what is being asked of you or how to meet those expectations.

## KNOW THE KEY WORDS

**Excellent:** thorough, significant, exceeds expectations, accurate, consistent

**Good:** meets expectations, competent, considerable, almost always, clear

**Fair:** adequate, somewhat, satisfactory, some effectiveness, sometimes

**Poor:** below expectations, limited, incomplete, lacks, unclear, unsatisfactory.

## CONTACT US

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## USE IT TO PLAN YOUR TIME

A rubric can help you prioritize your work and focus your attention on the tasks that will take more time and are often worth more marks.