

# GUIDED PROCESS FOR RUBRIC SCORING

NATIONAL  
STANDARDS &  
BENCHMARKS  
FOR CATHOLIC  
SCHOOLS

## BENCHMARK

School Name:

Date:

Scorer(s):

Version:

### **STEP 1**

Identify your  
benchmark

Benchmark:

Review the rubric  
for your selected  
benchmark

*Instructions for following the Catholic School Standards' rubric as you score your selected benchmark:*

1. **Click here to view the benchmark rubrics** – the link opens the website window for the benchmark rubric page. Here you can view the benchmark rubric document by opening it and placing it next to this document on your computer screen.
2. When you open the benchmark rubric webpage, read and review “Benchmark Rubric Overview”.
3. Go to the right column of the webpage, select and click on the standard rubric that you will be scoring.
4. On the standards rubric page, click on the “Download Rubric” link for the benchmark that you will be scoring.
5. Read the rubric for your selected benchmark and review the four scoring levels, as well as the possible sources of evidence & data.
6. Consider these questions to assist your reflections of the rubric:
  - Do you share the same interpretation of key terms and/or concepts in the benchmark and rubric? (A resource for clarification of terms will be available in a Glossary – coming to the Catholic School Standards website in Fall 2014.
  - What key difference(s) do you see between the score level indicators as described in the rubric?

Notes about the  
benchmark &  
rubric

**STEP 2**

List examples of  
evidence & data  
that you think you  
will find in your  
school to  
demonstrate that  
the benchmark  
exists in your  
school

**STEP 3**

List evidence &  
data that you think  
may be lacking,  
difficult to locate,  
or in disagreement  
with establishing  
the benchmark in  
your school



- What do you hope to find?
- 

## **STEP 6**

Execute your search process by assembling your evidence and data

*Use the box to list the sources and location of the evidence*

*Be sure to save your findings in a platform accessible to your colleagues*

## **STEP 7**

A. Analyze the data found in the new evidence

B. Summarize your results

C. Revise your score

### **SCORING LEVELS**

**Level 4 = Exceeds Benchmark**

**Level 3 = Fully Meets Benchmark**

**Level 2 = Partially Meets Benchmark**

**Level 1 = Does Not Meet Benchmark**

*For review of how to use the scoring levels,  
[click here to refer to benchmark rubrics page on the Catholic School Standards' website.](#)*

**Score:**



