



Adjudication Quick Reference Guide

Using the rubric is the key to a uniform, consistently-applied standard of adjudication

- Use consistent vocabulary – refer to rubric for terminology and standards.
- Use the back of the sheet to keep your rating on track. Annotate it during the performance by circling, underlining, highlighting, or drawing attention to positives and negatives.
- Think conceptually, and conform your rating to your commentary and writing.
- Add helpful feedback to improve student performance. Assume everyone is doing their best.

Suggestions for Recorded Commentary

- The recorded commentary should provide: 1) accountability for evaluation, 2) constructive criticism, and 3) useful information that addresses how to improve.
- Recorded commentary should be sincere and student oriented.
- React to the performance with in-depth, substantive comments. Play by play commentary is not usually helpful.
- Use the descriptors in the criteria reference boxes in the commentary.
- Provide specific help for improvement.
- Critical comments should be followed with suggestions on “how to fix.”
- Avoid commentary that only identifies errors.
- Be careful that the perception of your voice is not demeaning or condescending.
- Choose your words carefully, giving thought to what you are about to say and how you are going to say it.
- Do not allow yourself to become impatient with groups because you have heard the same problem many times.

<p>A Consistently With no or very few exceptions; typically; usually</p>	<p>B Mostly Generally; more often than not</p>	<p>C Sometimes Occasionally; periodically; at times</p>	<p>D Rarely Seldom; infrequently; hardly ever</p>	<p>F Never at no time; not ever; not once</p>	
100	80	60	40	20	0
<i>Percent achievement</i>					