



Rubric: Assignment – Glazing Process Reflection & Submission

This rubric uses a 4-point scale per criterion. Each criterion is weighted by percentage, and the weighted scores add up to 20 points total for the discussion.

Criteria	Exemplary (4)	Proficient (3)	Developing (2)	Needs Improvement (1)
Documentation of Process (25%)	Includes before & after photos and optional video link; documentation is thorough and clear.	Includes before & after photos; documentation mostly clear with minor omissions.	Missing one required photo or unclear documentation.	Missing both photos or documentation incomplete.
Reflection & Analysis (30%)	Thoughtful reflection (200–300 words or 2–3 min recording) with strong insight into choices, challenges, and outcomes.	Clear reflection with some insight; covers most required elements.	Basic reflection; limited detail or shallow analysis; missing one element.	Minimal reflection; lacks depth or missing multiple required elements.
Application of Technique (25%)	Glazing technique applied accurately with care; shows clear understanding of method.	Technique generally applied well with minor inconsistencies.	Technique applied inconsistently; visible issues or errors.	Technique poorly applied or missing.
Organization & Clarity (10%)	Submission is well-structured, polished, and easy to follow (includes transcript if using audio/video).	Mostly well-structured; minor clarity or formatting issues.	Somewhat disorganized or unclear; multiple formatting errors.	Disorganized and unclear; difficult to follow.
Submission Format & Guidelines (10%)	All components compiled in one file (PDF/DOCX/PPT/XLS /ZIP), submitted on time.	Submission mostly follows format and deadline with minor issues.	Format inconsistencies or late submission.	Submission incomplete, wrong format, or very late.



Available points: 20

Scoring Guide:

- 20 pts = Exceeds expectations
- 15-19 pts = Meets expectations
- 10-14 pts = Approaching expectations
- 9 pts or below = Needs improvement

4-point scale (Level of Performance)

- 4 = Exemplary
- 3 = Proficient
- 2 = Developing
- 1 = Needs Improvement

Criteria weight of total grade:

- Documentation of Process = 5 points (25% of 20) max.
- Reflection & Analysis = 6 points (30% of 20) max.
- Application of Technique = 5 points (25% of 20) max.
- Organization & Clarity = 2 points (10% of 20) max.
- Submission Format & Guidelines = 2 points (10% of 20) max.

Conversion and total score

Level of performance score / max level of performance score * total points for that criteria =
X total points for that criteria

Add all total points for all criteria to get the total score out of 20.