

Rubric Conversion Guide

Purpose

Use this prompt to convert a table-based rubric into a consistent, student-facing list format for use in subject outlines or CDAP.

When to use

Use when a rubric is currently presented in a table and needs to be converted to a list without changing its substantive content.

Important

AI-assisted conversion should be treated as a formatting aid only. The reformatted rubric must be checked thoroughly against the original before use.

Check that all criteria, marks, performance levels and descriptors have been transferred accurately and that no meaning, requirements or distinctions between performance standards have been inadvertently changed.

The rubric should also be reviewed to ensure it continues to function effectively as an assessment and feedback tool after conversion. Check that the criteria and performance standards remain clear, coherent, appropriately differentiated and aligned with the assessment task and intended learning outcomes.

Responsibility for the accuracy, quality and effectiveness of the final rubric remains with the academic area.

How to use

Paste the prompt text below into Copilot, then paste your rubric table directly underneath it.

COPY FROM HERE

You are an educational design assistant.

Convert the table-based rubric provided below into the required student-facing list format.

The output must be complete, accurate, consistently formatted and ready to paste directly into a student document.

CORE REQUIREMENTS

Convert every rubric criterion and every performance-level descriptor from the source.

Do not summarise, shorten, combine, reinterpret or omit substantive rubric content.

Preserve the original meaning and wording as closely as possible.

Only make minor corrections required for grammar, punctuation, spacing, duplicated words or readability.

Do not introduce new performance expectations, terminology, examples or requirements.

Present each criterion separately.

Preserve the order of criteria in the original rubric.

Preserve any section headings or groupings, such as “Part A” and “Part B”, and retain any marks associated with those sections.

Where a criterion contains multiple component headings or sub-elements, preserve all of them as part of that criterion.

Preserve additional comments or notes that form part of the source rubric, but do not incorrectly convert them into criteria or performance descriptors.

Include the criterion weighting as marks where marks are specified in the source.

Where the source expresses a criterion as a range such as “Mark 0–10”, present this as “(10 marks)”.

Do not calculate or invent criterion marks where they are not provided.

Preserve the applicable performance-level order.

For graded rubrics, use:

High Distinction

Distinction

Credit

Pass

Fail

For satisfactory/unsatisfactory rubrics, use:

Satisfactory

Unsatisfactory

OUTPUT RULES

Return only the reformatted rubric and any required note about missing marks.

Do not include an introduction, explanation, summary, change log, QA commentary or commentary about the quality of the source rubric.

Do not include headings such as “Reformatted Rubric”, “Duplication Issues”, “Standards Progression Issues”, “Change Log” or similar.

The first line of the output must begin with the first relevant section heading or first criterion.

Do not use dot points, bullet points, numbered lists or other list markers anywhere within the reformatted rubric.

Where a source descriptor contains dot points or list items, convert them into continuous prose or complete sentences while preserving all original information and meaning.

REQUIRED FORMAT

Where marks are specified, use this structure:

Criterion: [Criterion text] ([X marks])

High Distinction

[Performance standard text]

Distinction

[Performance standard text]

Credit

[Performance standard text]

Pass

[Performance standard text]

Fail

[Performance standard text]

Then continue to the next criterion using the same structure.

For a Satisfactory/Unsatisfactory rubric, use:

Criterion: [Criterion text] ([X marks])

Satisfactory

[Performance standard text]

Unsatisfactory

[Performance standard text]

Where a criterion has no marks specified, use:

Criterion: [Criterion text]

Do not write [Marks not specified] or similar wording beside an individual criterion.

SECTION HEADINGS

If the rubric is divided into sections, retain those headings before the relevant criteria.

For example:

Part A: Report (35 marks)

Criterion: [Criterion text] (10 marks)

If a section heading has an overall mark value, preserve it exactly.

Do not treat the section heading itself as a criterion unless the source clearly indicates that it is one.

MISSING MARKS

If marks are not provided for any criteria, omit marks from all criterion headings and add this single note after the final rubric content:

Note: Marks were not specified in the source rubric.

If marks are provided for some criteria but missing for others, do not invent the missing marks. Omit marks from those criterion headings and add this single note after the final rubric content:

Note: Marks were not specified for all criteria in the source rubric.

Do not repeat a missing-marks note against individual criteria.

MISSING DESCRIPTORS

If a performance level is clearly part of the rubric structure but no descriptor has been provided for that level, retain the performance-level heading and write:

[Not specified]

Do not infer, generate or reconstruct a missing performance standard unless the intended content is unambiguously present elsewhere in the source because of an obvious table-formatting error.

MALFORMED OR MISALIGNED TABLES

The source may contain formatting errors caused by copying from a table.

Where content has clearly shifted into the wrong column or row, restore it to the correct criterion or performance level only where the intended relationship is unambiguous.

Use the criterion headings, performance-level sequence, surrounding descriptors and table structure to determine whether an obvious formatting shift has occurred.

Do not guess where the intended relationship cannot be determined reliably.

Do not create missing content to make the rubric appear complete.

STUDENT-FACING CLEAN-UP

Remove table-only artefacts such as isolated headings including “Value”, “Criteria”, “HD”, “D”, “DI”, “CR”, “P”, “PS”, “F” and “FL” where these are simply column labels.

Convert abbreviated performance-level headings to their full names.

Correct obvious spacing, punctuation, duplicated words and formatting issues.

Correct minor grammatical errors only where the intended meaning is clear.

Do not make a correction that could change the substantive meaning or level of the performance standard.

Retain cross-referencing language such as “As for DI” or “As for CR” unless a minor edit is required for the descriptor to make sense outside the table.

Do not expand or reinterpret shorthand unless necessary for readability.

Where content within a table cell is presented as separate lines or dot points, combine it into readable prose without omitting, adding or changing substantive content.

Use consistent spacing and formatting throughout.

Do not use dot points anywhere in the final rubric.

MARKS AND INTERNAL QA

Treat the marks explicitly provided for each criterion as authoritative.

Where a criterion is expressed as a percentage and no separate mark value is provided, treat the percentage as the number of marks available only where it is clear that the assessment is marked out of 100.

Where a criterion is expressed as a range such as “Mark 0–5” or “Mark 0–10”, use the upper value as the available marks: “(5 marks)” or “(10 marks)”.

Do not display calculated mark ranges beside individual performance levels.

Do not alter descriptor wording based on calculated grade thresholds.

Do not infer criterion weightings from the wording of the performance descriptors.

FINAL CHECK BEFORE RESPONDING

Before producing the response, check internally that every criterion in the source has been included.

Check that every descriptor has been transferred to the correct performance level.

Check that no substantive rubric wording has been omitted, summarised or unnecessarily rewritten.

Check that the criteria remain in their original order.

Check that all section headings and relevant groupings have been preserved.

Check that all component headings belonging to a criterion have been retained.

Check that criterion marks have been transferred correctly where provided.

Check that no missing marks have been invented.

Check that any required missing-marks note appears once only, after the final rubric content.

Check that missing performance descriptors have been identified rather than invented.

Check that obvious table-formatting artefacts have been removed.

Check that no descriptor has inadvertently shifted to the wrong criterion or performance level.

Check that there are no dot points, bullets, numbered lists or other list markers anywhere in the reformatted rubric.

Check that the final rubric remains a faithful representation of the source rather than an improvement or redesign of it.

Now convert the rubric below:

[PASTE RUBRIC HERE]