

Worksheet 2 – Designing Summative Tasks & Rubrics

Focus: Moodle Assignment / Teams Assignment with transparent criteria.

1. Define the product

☐ Essay/report ☐ Poster ☐ Video pitch ☐ Prototype ☐ Other

2. Draft your rubric (copy extra rows as needed)

Criterion	Excellent (5)	Meets (4-3)	Needs Work (2-1)
Understanding & accuracy	...	...	...
Digital communication	...	...	...

3. Submission settings

Platform	Due date	Late policy	Plagiarism check	Group option
Moodle / Teams			☐ Turnitin ☐ None	☐ Group ☐ Individual

4. Marking workflow plan

Stage	Tool feature	Date	Who
Allocation	Moodle “Allocate markers”		
First pass	Inline annotate / rubric		
Second pass	Moderation sample		

Micro-reflection

Did rubric use shorten grading time and student grade queries?