Assessment Tool: Rubric on Assessing PowerPoint Presentation

By Chandrika Muralidhar | Jul 23, 2012

Assessment is an integral part of the education system. Objectivity needs to be the focus for any tool of assessment. While evaluating the work done by a student, a detailed account of how the work has been assessed needs to be discussed with the student. For doing so, there needs to be total clarity while developing a tool for assessing the activity. In this resource the focus is on the assessment of a PowerPoint presentation. As many layers go into the preparation and execution of the presentation a rubric would be the most suitable tool.

A rubric is an assessment tool which takes into account the various criteria based on which a presentation/activity is being evaluated. For each criterion the various levels of clarity are defined and grades/marks are allotted for each level. Levels could be articulated in the following manner – ‘Excellent’, ‘Good’, ‘Average’ and ‘Unsatisfactory’. When the criteria for each level are specified the objectivity of the tool is enhanced.

The most important aspect of any assessment tool is the process of sharing the tool with the student whose work is being assessed and discussing the criteria for evaluation.

How it Helps
1. To ensure that the process of assessment is fair and objective.
2. A rubric is a tool which can go into the depth of the activity that is being assessed. It is a tool which also gives the teacher a free hand in deciding criteria and also involving the students in the process.
3. Being a detailed tool, a rubric exposes the students to their strengths and also to areas where improvement could be sought.
4. This is a tool which also helps a teacher to articulate in detail his/her ideas about the way in which any activity could be evaluated
5. Using of rubrics as a tool of assessment could result in marked improvement in student learning and performance

Session 1: Assessment of PowerPoint Presentation

Duration of the Session:- 20 minutes (for one presentation)

Support Material

The support material required for a PowerPoint presentation would be:-
1. A computer/laptop which has the presentation loaded in it, or the presentation could be brought in a pendrive
2. A power source/backup in the class where the presentation will be conducted
3. LCD projector
4. Handouts on the important points of the presentation (optional)

RUBRIC FOR ASSESSING POWERPOINT PRESENTATION

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<th>EXCELLENT</th>
<th>GOOD</th>
<th>AVERAGE</th>
<th>UNSATISFACTORY</th>
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<td>© The text used in the slides is of appropriate size, which is readable by the audience © The text is of appropriate length and the colors of the background enhance the readability of the content © The content is well spaced with emphasis on headings and sub-headings © Pictures/graphs/other support material is clear</td>
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**Pointers to be kept in mind**

**Share the tool with the student**

Before any assessment tool is used, it would be beneficial to share it with the student whose work is being assessed. This would help the student to understand the process used in assessment. The student could also be asked for inputs/suggestions for increasing the objectivity of the tool.

**Personal Reflection**

Based on how effective the rubric turned out in the process of assessing a given PowerPoint presentation, the teacher could:

1. Add new criteria (if needed) based on the observations made. Reconsider any criteria if it is coming in the way of objective evaluation
2. Make specific mention of levels which could be improved/changed
3. The teacher has the autonomy to use the tool keeping in mind that subjectivity does not creep in.

Reference Material


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