

Survey Rubric

Please take the time to use this rubric to assess your Partners in Research (PIR) survey before submitting. A best practice would be to also have your Program Director, or a peer go through your survey and fill this out. We have found that a polished PIR survey will go through the review process faster and have little to no requested edits from reviewers. You should strive to receive a rating of 4 for all these categories.

<i>Category</i>	<i>Rating</i>				<i>Score</i>
	4	3	2	1	
Purpose	Purpose is stated clearly.	Purpose is stated somewhat clearly.	Purpose is stated vaguely.	Purpose is not stated.	
Clarity of questions	Questions are crystal clear, allowing individuals to fill out your survey quickly and easily during their first read.	Questions are very clear. An individual will still easily get through the survey.	Questions are somewhat clear and could cause members to put the survey aside and hopefully come back to it later.	Questions are confusing and ambiguous, leaving some members to choose not to take the time to fill out the survey.	
Choice of responses	Every person would be able to choose from the responses.	Most people would be able to choose from the responses.	Few people would be able to choose from the responses.	No one would be able to choose from the responses.	
Content	All essential questions are properly addressed.	Most of the essential questions are properly addressed.	Some of the essential questions are properly addressed.	One or fewer essential questions are addressed.	
Spelling/ Grammar	All words are spelled correctly. Grammar, punctuation, spacing and word usage are appropriate.	Most words are spelled correctly. Grammar, punctuation, spacing and word usage are mostly appropriate.	Most words are spelled correctly. Grammar, punctuation, spacing and word usage have some errors.	Numerous spelling errors. Grammar, punctuation, spacing and word usage have several errors.	
Utility	Easy to use and pleasant to look at.	Easy to follow.	Choppy, but gets the job done.	Difficult to follow and is jumbled.	
<i>Total Score</i>					