

AI Tool Evaluation Rubric

Category	Criteria	Low Risk (3 Points - Exceeds Expectations)	Moderate Risk (2 Points - Meets Expectations)	High Risk (1 Point - Needs Improvement)	Rating	Additional Notes
1. Accessibility & Inclusion	A. Technical Accessibility	Fully compliant with WCAG 2.1 Level AA . Features robust support for all major screen readers and assistive technologies.	Mostly compliant with WCAG standards; minor known issues with non-standard assistive technologies (e.g., custom mobile features).	Fails to meet WCAG Level A or AA standards; known issues with screen reader compatibility and keyboard navigation.	Select One	
	B. Language & Non-English Handling	Supports full functionality across multiple languages (including Non-English data sourcing, input, and output).	Supports English and one or two major additional languages, but non-English data sourcing is limited or requires separate configuration.	Functionality is exclusively or severely limited to English; no support for non-English inputs or outputs.	Select One	
2. Functionality & Technical Reliability	A. Interface Intuition & Training	Intuitive interface requiring minimal or no formal training . Clear, user-friendly design.	Generally easy to use, but may require minimal training documentation for educators or students.	Complex interface requiring significant training; frustrating to use out-of-the-box.	Select One	
	B. Interface Responsiveness & Design	Responsive interface optimized for both desktop and mobile devices. No cumulative layout shift (CLS) issues. Offers seamless, documented integration with our LMS.	Optimized for desktop, but mobile responsiveness has minor usability issues on smaller screens.	Poor mobile responsiveness causing significant usability issues across devices.	Select One	
	C. LMS Integration & Setup	Requires no unusual browser extensions or additional downloads.	Provides API/LMS integration but requires significant IT effort or custom scripting to function.	Integration is manual, non-existent, or requires external, unauthorized software.	Select One	
	D. Technical Stability & Reproducibility	Highly stable with 100% reproducibility (consistent results across runs). Minimal downtime reported by users.	Reproducibility is consistent only under defined conditions. Occasional minor bugs or glitches reported.	Stability/reproducibility issues are common; results frequently vary for identical inputs.	Select One	
	E. Scalability & Performance	Proven ability to support a large user base (10k+ users) without performance degradation.	Scalability is theoretically proven but untested at our scale; minor slowdowns may occur under heavy load.	Has not been tested for large user groups; known performance bottlenecks under moderate load.	Select One	
	F. Vendor Support & Documentation	Offers 24/7 technical support and comprehensive, in-depth maintenance guides and documentation.	Technical support is available during business hours only, with online knowledge bases provided.	Support is limited to email/forums or is consistently slow to respond to critical issues.	Select One	
3. Content Quality & Accuracy	A. Content Accuracy & Reliability	Generated content is consistently correct and reliable .	Content is generally correct but requires occasional spot-checking for minor errors or ambiguities.	Outputs frequently contain errors, "hallucinations," or are otherwise factually unreliable.	Select One	
	B. Source Citation & Attribution	Content is based on verifiable sources with proper, accessible citation/attribution mechanisms (e.g., footnoted links).	Citations may be vague or difficult to verify (e.g., "Source: Web Search") but are generally present.	Outputs are unverifiable, lacking any form of source attribution.	Select One	
	C. Data Sources & Coverage	Uses data from a broad range of up-to-date, high-quality, reputable academic sources relevant to our curriculum needs.	Data sources are adequate but may be limited in scope or academic rigor (e.g., over-reliance on common public domain sources).	Data sources are unknown, undisclosed, or rely on outdated, biased, or untrustworthy web data.	Select One	
4. Ethical, Legal, and Financial Framework	A. Data Privacy & Compliance (FERPA/GDPR)	Explicit policy ensures strict user data protection, and full FERPA/GDPR compliance .	Generally compliant with major privacy regulations, but requires detailed legal review to confirm full compliance in all jurisdictions.	Non-compliant with standard data privacy laws (FERPA/GDPR).	Select One	
	B. Intellectual Property & Data Rights	Guarantees the institution's ownership/rights over all data and content created by students/educators.	Data ownership/usage rights for the generated output are ambiguous or require specific contract language to clarify.	Policy allows the vendor to use student/institution data or outputs for model training or monetization.	Select One	
	C. Cost of Use	Clear, transparent licensing fee structure with no hidden costs or user-level subscription upsells. High value relative to features provided.	Licensing is tiered, and some essential features require additional, moderate fees. Overall value is acceptable.	High, unpredictable subscription fees, or mandatory individual fees are required for core usage, making it financially unsustainable.	Select One	
5. Pedagogical Impact & Fairness	A. Bias Mitigation & Fairness	Tool has been specifically evaluated and mitigates algorithmic bias effectively (absence of stereotypical outputs).	Exhibits minor, infrequent bias that is flagged and can be easily corrected by the user.	Outputs frequently contain stereotypical or biased content .	Select One	
	B. Process Transparency	Provides transparency into how results are generated	Explanation of result generation is general and provides limited	Mechanism for generating results is entirely opaque	Select One	
	C. Pedagogical & Collaborative Features	Facilitates student collaboration and engagement through specific, integrated tools and features.	Contains some collaborative features but is primarily a single-user tool focused on individual assistance.	A purely individual tool with no social or collaborative features.	Select One	
	D. Educator Training & Resources	Comprehensive, dedicated training materials and tools are provided for educators to integrate the tool effectively and ethically.	Basic educator training/guides are available, but they are not tailored for specific ethical or pedagogical challenges.	No dedicated training or resources are provided for teachers on best practices.	Select One	

