

AI Output Evaluation Worksheet

Dimension	Criteria	Rating (1-5) 1 = low. 5 = high
Accuracy	Are facts and references correct and verifiable? Follow the sources linked in the output or simply search to ensure phrase, statistics, reports, etc exist.	
Relevance	Refer back to the prompt and work instructions and ensure all key terms and requirements are directly addressed	
Clarity	Check for reliability and precision. Ensure that the writing is coherent, easy to follow and clearly convey the ideas	
Fairness & Bias	Avoids stereotypes, discriminatory languages, and includes diverse perspectives	
Ethical Use	Was your use transparent, safe, and policy-aligned? Check class, assignment, and institution policy for permitted use and guidance. Example, there may be a requirement to disclose or enter the prompts use.	

Comment - what is missing/ what went well:

Overall Rating

Next Steps - actions you will take:

- Use this alongside the requirements/instructions for your work and be intentional about the process.
- Pay attention, take notes, define your next steps and reassess as needed
- A rating less than 5 for “Ethical Use” and an overall rating below 21 requires reassessment