



OSCQR Certification: Evidence Review Rubric

Criteria	Complete	Needs Improvement
Certification Requirements	All prerequisite training requirements are completed, either a pathway in the self-paced course or corresponding webinar. For non-SUNY participants, certification fee has been received.	Required fee (when applicable) has not been confirmed paid or prerequisite requirements are incomplete.
Evidence Submission Completeness	All required materials are submitted, including completed OSCQR rubric(s), and reflection(s) with minimum word count (250 or 500), and required document headers. Files open successfully and are clearly organized.	Required evidence is missing, inaccessible, incomplete, or improperly formatted.
Course Selection	Reviewed course(s) are for the online/hybrid modality and have not previously been used as certification evidence.	Course selection does not meet requirements or may need clarification.
Quality of OSCQR Review (For each course reviewed)	Demonstrates a strong focus on continuous improvement and meaningful enhancements to support online course quality. Review addresses all OSCQR standards with detailed, actionable recommendations, including those marked “sufficiently present”.	Review is incomplete, lacks meaningful recommendations beyond compliance observations, or does not support continuous improvement including for areas marked “sufficiently present”.
Action Plan & Recommendations (For each course reviewed)	Findings are connected to the standards and translated into clear recommendations and/or actionable steps.	Lack of connection to standards. Minimal or no recommendations for improvement are provided.
Reflection: Instructor Consultation / Follow-Up	Reflection documents discussion and outcomes resulting from the review(s), noting what changes have been made or are needed for the future.	Little or no evidence of instructor consultation, follow-up, or self-reflection with noted improvements or future changes has been included.
Reflection: Professional Growth and Future Practice	Reviewer provides specific examples of lessons learned or how the experience will inform their future practice.	Does not adequately identify or connect the experience to future application or professional practice.