

AI Output Evaluation Worksheet Teacher Guide

Use this checklist to help students evaluate an AI response after using a chatbot. The goal is thoughtful analysis, stronger judgment, and better revision.



How to use it

- Students write what their prompt asked the AI to do.
- Students review the AI response using the checklist.
- Students check each criterion and give evidence.
- Students circle an overall score from 1–7.
- Students decide what to do next.



What students are checking

- Followed the prompt
- Included the details asked for
- Used the right format or style
- Used the right tone and audience
- Was clear and understandable
- Seemed accurate and reasonable
- Helped me think, learn, or improve



Quick scoring guide

- 7 = Excellent
- 6 = Strong
- 5 = Good start
- 4 = Somewhat useful
- 3 = Needs a lot of revision
- 2 = Very weak
- 1 = Not useful



Teacher note

This checklist works best after students have already written a strong prompt. Remind students that AI can be helpful but still wrong. For younger students or multilingual learners, focus on a few criteria at a time, allow oral responses or home-language notes, and provide sentence frames for evidence.



Example

Prompt goal: Explain the water cycle to a 5th grader in bullet points.

AI response: The answer used bullet points and simple language, but it left out condensation.

Student judgment: Score it a 5 because it is a good start, but it is missing an important detail.

AI Output Evaluation Checklist

Student Name: _____

Prompt Topic: _____

AI Tool Used: _____

What was the AI supposed to do?

1. My prompt asked the AI to: _____

2. The response should include: _____

3. The response should be in this format or style: _____

4. The response should use this tone: _____

Check	Criteria for a Strong AI Response	My Evidence (from the AI response)
<input type="checkbox"/>	1. The AI followed the prompt. The AI clearly did what my prompt asked.	_____ _____
<input type="checkbox"/>	2. The AI included the details I asked for. The response includes the important details, examples, or information from my prompt.	_____ _____
<input type="checkbox"/>	3. The AI used the format or style I requested. The response matches the format or style I asked for, such as a list, paragraph, chart, outline, poem, or bullet points.	_____ _____
<input type="checkbox"/>	4. The AI used the right tone and audience. The response sounds like the tone I requested and fits the person it was written for.	_____ _____
<input type="checkbox"/>	5. The AI response was clear and understandable. The response is easy to read, makes sense, and explains ideas clearly.	_____ _____
<input type="checkbox"/>	6. The AI response seems accurate and reasonable. The response seems correct, logical, and trustworthy. I may still need to double-check facts.	_____ _____
<input type="checkbox"/>	7. The AI helped me think, learn, or improve. The response helped me understand, practice, create, revise, or make a decision.	_____ _____

Overall Score

How strong was the AI's response overall? Circle one number.

1

Not useful

2

Very weak

3

Needs a lot of revision

4

Somewhat useful

5

Good start

6

Strong

7

Excellent

What should happen next?

Check one or more.

- Use the response carefully
- Revise my original prompt
- Ask a follow-up question
- Fact-check part of the response
- Start over with a clearer prompt

My next prompt or follow-up question will be:

AI Output Evaluation Student Visual Guide

Use these criteria to decide whether an AI response is helpful, clear, and worth using.

EVALUATION CRITERIA

EXAMPLE



Followed the prompt

Did it do what I asked?

- I asked for bullet points, and it gave bullet points.



Included details

Did it include the ideas or examples I asked for?

- I asked for three causes, and it gave three causes.



Format or style

Did it use the format I wanted?

- I asked for an outline, and it used headings.



Tone and audience

Did it sound right for the audience?

- I asked for a 5th-grade explanation, and it used simple words.



Clear and understandable

Could I follow it easily?

- The steps were in order.



Accurate and reasonable

Does it seem correct?

- It matched what we learned, but I should still fact-check.



Helped me think, learn, or improve

Did it support my learning?

- It helped me revise my writing.



QUICK SCORING GUIDE



TIP FOR TEACHERS

Tip: Students can point to one criterion, explain their evidence, and then choose an overall score.

AI Output Quick Check

Name: _____

Prompt Topic: _____

- Followed the prompt
- Included the details
- Used the right format/style
- Used the right tone/audience
- Was clear and understandable
- Seemed accurate and reasonable
- Helped me think, learn, or improve

Overall Score

1	2	3	4	5	6	7
Not useful	Very weak	Needs revision	Somewhat useful	Good start	Strong	Excellent

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