

Output Review Rubric and Evidence Log

Use this printable resource with AI Foundations for Everyone. Write on a printed copy or type into a separate working document.

Use this after reviewing the task specification and before relying on, sharing, or acting on AI-assisted output.

Part 1: Review rubric

Dimension	Questions	Result
Accuracy	Do facts, names, dates, units, quotations, and calculations match evidence?	Pass / Revise / Verify / Not applicable
Completeness	Are required items, exceptions, warnings, limits, and uncertainties present?	Pass / Revise / Verify / Not applicable
Relevance	Does the output answer the actual task for the stated audience?	Pass / Revise / Not applicable
Assumptions	Are unstated causes, values, intentions, or scope changes visible and justified?	Pass / Revise / Verify / Not applicable
Reasoning and consistency	Do visible steps and conclusions follow from evidence without contradiction?	Pass / Revise / Verify / Not applicable
Tone and audience	Is confidence, vocabulary, detail, and tone suitable for the evidence and audience?	Pass / Revise / Not applicable
Source quality	Do material sources exist, support the claim, and fit the date, scope, and context?	Pass / Revise / Verify / Not applicable

Part 2: Evidence log

Material claim or requirement	Source or method	Result	Change or next action	Reviewer
		Supported / Contradicted / Partly supported / Unresolved		

Part 3: Review depth

- Consequence if wrong:
- Reversibility:
- Reach:
- Detectability before harm:
- Required review level: Light / Structured / Specialist or controlled
- Named approver:

Part 4: Decision

- Decision: Accept / Revise / Verify / Reject
- Intended-use scope:
- Changes required:
- Remaining limitations:
- Stop or escalation condition:
- Final approver and date:

Review any revised version again before use.

SAFE USE NOTE

Use supplied, public, fictional, or safely prepared synthetic material. Do not add personal, confidential, client, health, financial, legal, authentication, or security-sensitive information.