

CAREER KICKSTART

High-Quality Instructional Materials Review Rubric

Advanced Placement

Evaluator		Rating Committee	
Publisher			
Title of Textbook Series/Instructional Program			
Grade Range of Textbook Series/Instructional Program		Specific Grade Evaluated	

This evaluation rubric is designed to evaluate assess the extent to which instructional materials align with the *Advanced Placement Career Kickstart courses*, as well as additional indicators of high-quality instructional materials for the career-based curricula. The evaluation rubric includes key considerations for high-quality instructional materials and outlines three **Gateways** for evaluating materials. Within each **Gateway**, **Criterion**, and related **Indicators** are provided along with **Guiding Questions** and **Evidence**.



The evaluation rubric is designed to help reviewers establish a quality threshold for each Gateway. Reviewers should focus on the content present in the instructional materials and any ancillary or complementary resources rather than on what may be inferred. All scores should be based on evidence observed from the instructional materials themselves.

Scoring Protocol and Criteria:

- **No evidence (0):** There is no correlation between the standards and lessons; a logical sequence of content cannot be identified, significant content inaccuracies exist, essential understandings, knowledge, or skills are not addressed, and opportunities to practice essential skills are excluded.
- **Limited (2 or 3):** Limited connections between the standards and the lessons are noted; content may contain some inaccuracies or may not always be clear. Essential understanding, knowledge, or skills are not sufficiently addressed, and there is limited opportunity for students to practice essential skills.
- **Adequate (3 or 5):** Lessons align with the standards; content appears accurate, clear, and in sequential order. Most essential understandings, knowledge, and skills are supported, and many opportunities are provided for students to practice these essential skills.

The High-Quality Instructional Materials Review Rubric is comprised of three sections:

Gateway 1: Alignment to Standards - **This is a requirement for submission.**

→ Advance to Gateway 2 only if Gateway 1 scores at least **18 points**.

Gateway 2: Rigor and Instructional Practices - **This is a requirement for submission.**

→ Advance to Gateway 3 only if Gateway 2 scores at least **17 points**.

Gateway 3: Usability

GATEWAY 1

Alignment to Standards - This is a required submission.

High-quality materials provide all students with extensive opportunities to engage with grade-level content, fulfilling the complete intent of the **AP Career Kickstart Course and Exam Descriptions**. Educators use evidence from instructional materials to evaluate indicators relevant to each criterion and assess the Gateway rating.

- **Criterion 1.1 (1a – 1d): Alignment and Accuracy 18 possible points**
- **Criterion 1.2 (1e – 1h): Learning Progressions and Coherence 16 possible points**

Criterion 1.1: ALIGNMENT AND ACCURACY			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
1a. Materials align to AP Career Kickstart course frameworks, competencies, and learning objectives.	<ul style="list-style-type: none"> • Are all required course competencies addressed? 	<ul style="list-style-type: none"> • Course framework correlations • Standards alignment documents • Objectives aligned to competencies • Scope and sequence documents 	0 3 5
1b. Content reflects current industry practices, workforce expectations, and credential requirements.	<ul style="list-style-type: none"> • Is content accurate, current, and industry relevant? 	<ul style="list-style-type: none"> • Industry certifications referenced • Current workplace practices • Industry advisory feedback • Workforce readiness standards 	0 3 5
1c. Materials connect academic learning to authentic workplace applications and career pathways.	<ul style="list-style-type: none"> • Do students engage in real-world applications? 	<ul style="list-style-type: none"> • Workplace scenarios • Career pathway connections • Project-based learning opportunities • Industry case studies 	0 3 5
1d. Instructional approaches reflect evidence-based practices for career-connected learning.	<ul style="list-style-type: none"> • Are instructional practices research-based and engaging? 	<ul style="list-style-type: none"> • Inquiry-based learning • Collaborative learning structures • Project-based instruction • Active learning opportunities 	0 2 3

TOTAL SCORE CRITERION 1.1			
Meets: 14-18 points Partially Meets: 9-13 points Does Not Meet: 0-8 points			
Criterion 1.2: LEARNING PROGRESSIONS and COHERENCE			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
1e. Materials follow a logical progression that builds technical, academic, and employability skills.	<ul style="list-style-type: none"> Does learning progress from foundational to advanced skills? 	<ul style="list-style-type: none"> Scope and sequence documents Progression of technical skills Increasing task complexity 	0 3 5
1f. Materials intentionally connect new learning to previously taught concepts and skills.	<ul style="list-style-type: none"> Are concepts and skills reinforced throughout the course? 	<ul style="list-style-type: none"> Spiral review activities Cross-unit connections Reinforcement opportunities 	0 2 3
1g. Materials gradually release responsibility, leading students toward independent application of skills.	<ul style="list-style-type: none"> Do students increasingly demonstrate independence? 	<ul style="list-style-type: none"> Guided practice Independent projects Student-led problem solving 	0 2 3
1h. Content is appropriate for the intended grade level, AP expectations, and workforce outcomes.	<ul style="list-style-type: none"> Is the content rigorous and appropriate? 	<ul style="list-style-type: none"> Postsecondary readiness expectations Workforce-ready performance expectations 	0 3 5
TOTAL SCORE CRITERION 1.2			
Meets: 13-16 points Partially Meets: 8-12 points Does Not Meet: 0-7 points			

Gateway 1 Points AVAILABLE	Gateway 1 Points ACHIEVED	GATEWAY 1 RATING
34	Sum of points from Criterion 1.1 and 1.2	<input type="checkbox"/> Meets (score of 27-34 points) PROCEED TO GATEWAY 2 <input type="checkbox"/> Partially Meets (score of 18-26 points) PROCEED TO GATEWAY 2 <input type="checkbox"/> Does Not Meet (score of 0-17 points) STOP REVIEW

GATEWAY 2

Rigor and Instructional Practices - This is a required submission.

Gateway 2 examines how materials support students in meeting the rigorous expectations of *AP Career Kickstart Course and Exam Descriptions*. Materials should engage students in textual analysis, academic discourse, and critical thinking while preparing them for AP coursework and assessments.

- **Criterion 2.1 (2a – 2d): Student Learning 16 possible points**
- **Criterion 2.2 (2e – 2h): Instructional Design 16 possible points**

Criterion 2.1: STUDENT LEARNING			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
2a. Students engage in authentic tasks that develop technical, academic, and employability skills.	<ul style="list-style-type: none"> • Do learning experiences mirror workplace expectations? 	<ul style="list-style-type: none"> • Workplace simulations • Technical performance tasks • Employability skill development activities 	0 3 5
2b. Materials provide varied learning experiences and multiple ways for students to demonstrate understanding.	<ul style="list-style-type: none"> • Are multiple learning modalities utilized? 	<ul style="list-style-type: none"> • Hands-on activities • Presentations • Projects • Collaborative learning tasks 	0 2 3
2c. Students apply problem-solving, critical thinking, and decision-making skills in meaningful contexts.	<ul style="list-style-type: none"> • Are students solving authentic problems? 	<ul style="list-style-type: none"> • Case studies • Design challenges • Scenario-based activities • Problem-solving tasks 	0 3 5
2d. Assessments and learning tasks allow students to demonstrate proficiency through multiple formats.	<ul style="list-style-type: none"> • Can students demonstrate learning in varied ways? 	<ul style="list-style-type: none"> • Performance assessments • Presentations • Projects • Demonstrations 	0 2 3
TOTAL SCORE CRITERION 2.1			
Meets: 13-16 points Partially Meets: 8-12 points Does Not Meet: 0-11 points			

Criterion 2.2 INSTRUCTIONAL DESIGN

INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
2e. Lessons use instructional strategies that support engagement, collaboration, and workplace readiness.	<ul style="list-style-type: none"> Do instructional approaches reflect workforce expectations? 	<ul style="list-style-type: none"> Team-based learning Communication activities Collaborative projects 	0 2 3
2f. Students regularly collaborate with peers, instructors, employers, and industry professionals.	<ul style="list-style-type: none"> Are authentic collaboration opportunities included? 	<ul style="list-style-type: none"> Industry mentorships Team projects Professional networking activities 	0 2 3
2g. Students engage in workplace simulations, case studies, projects, and other authentic learning experiences.	<ul style="list-style-type: none"> Do tasks mirror industry practices? 	<ul style="list-style-type: none"> Simulations Capstone projects Industry case studies Work-based learning activities 	0 3 5
2h. Materials incorporate career exploration, credential preparation, and postsecondary planning opportunities.	<ul style="list-style-type: none"> Are students prepared for future career pathways? 	<ul style="list-style-type: none"> Career exploration lessons Credential preparation resources Post-secondary planning activities 	0 3 5
TOTAL SCORE CRITERION 2.2			
Meets: 13-16 points Partially Meets: 8-12 points Does Not Meet: 0-11 points			

Gateway 2 Points AVAILABLE	Gateway 2 Points ACHIEVED	GATEWAY 2 RATING
32	Sum of points from Criterion 2.1 and 2.2	<input type="checkbox"/> Meets (score of 25-32 points) PROCEED TO GATEWAY 2 <input type="checkbox"/> Partially Meets (score of 17-24 points) PROCEED TO GATEWAY 2 <input type="checkbox"/> Does Not Meet (score of 0-16 points) STOP REVIEW

GATEWAY 3

Usability

Materials help teachers effectively implement *AP Career Kickstart Course and Exam Descriptions* while supporting student success, monitoring progress, and providing access to rigorous content. This gateway focuses on teacher supports, assessment systems, student supports, and intentional design. Adapted from the original Gateway 3 structure.

- **Criterion 3.1 (3a – 3d): Teacher Supports 16 possible points**
- **Criterion 3.2 (3e – 3h): Assessment 16 possible points**
- **Criterion 3.3 (3i – 3l): Student Supports 16 possible points**
- **Criterion 3.4 (3m – 3p): Intentional Design 14 possible points**

Criterion 3.1: TEACHER SUPPORTS			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
3a. Materials provide comprehensive teacher guidance for implementing career-connected learning experiences.	<ul style="list-style-type: none"> • Are implementation supports provided? 	<ul style="list-style-type: none"> • Teacher guides • Lesson annotations • Facilitation notes • Project implementation supports 	0 3 5
3b. Materials provide teachers with background knowledge regarding industry concepts and credential expectations.	<ul style="list-style-type: none"> • Are teachers supported in understanding industry content? 	<ul style="list-style-type: none"> • Industry overviews • Credential information • Content background resources 	0 3 5
3c. Materials provide standards, framework, and credential alignment documentation.	<ul style="list-style-type: none"> • Are standards and competencies clearly identified? 	<ul style="list-style-type: none"> • Standards correlations • Competency crosswalks • Credential alignment documents 	0 2 3
3d. Materials include pacing guides, planning tools, and implementation supports.	<ul style="list-style-type: none"> • Are practical planning resources included? 	<ul style="list-style-type: none"> • Pacing guides • Planning templates • Resource lists • Project calendars 	0 2 3

<p style="text-align: right;">TOTAL SCORE CRITERION 3.1</p> <p style="text-align: center;">Meets: 13-16 points Partially Meets: 9-12 points Does Not Meet: 0-8 points</p>			
Criterion 3.2: ASSESSMENTS			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
3e. Assessments clearly identify course competencies and credential-related skills being measured.	<ul style="list-style-type: none"> Are assessment expectations transparent? 	<ul style="list-style-type: none"> Assessment blueprints Competency mappings Skills tracking tools 	0 2 3
3f. Materials include a balanced system of formative, summative, and performance-based assessments.	<ul style="list-style-type: none"> Is student learning monitored throughout the course? 	<ul style="list-style-type: none"> Quizzes Checkpoints Summative assessments Performance tasks 	0 3 5
3g. Assessments require authentic workplace application through projects, simulations, or performance tasks.	<ul style="list-style-type: none"> Do assessments mirror workplace expectations? 	<ul style="list-style-type: none"> Industry projects Simulations Demonstrations Capstone experiences 	0 3 5
3h. Assessment resources include rubrics, exemplars, and guidance for interpreting results.	<ul style="list-style-type: none"> Are scoring tools and supports provided? 	<ul style="list-style-type: none"> Rubrics Exemplars Scoring guides Data analysis tools 	0 2 3
<p style="text-align: right;">TOTAL SCORE CRITERION 3.2</p> <p style="text-align: center;">Meets: 13-16 points Partially Meets: 9-12 points Does Not Meet: 0-8 points</p>			
Criterion 3.3: STUDENT SUPPORTS			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
3i. Materials provide supports that enable all students to participate in rigorous career-connected learning.	<ul style="list-style-type: none"> Are supports provided while maintaining rigor? 	<ul style="list-style-type: none"> Scaffolded assignments Guided practice Accessibility supports 	0 3 5

3j. Materials provide opportunities for students to monitor progress toward academic, career, and credential goals.	<ul style="list-style-type: none"> Do students engage in self-monitoring and reflection? 	<ul style="list-style-type: none"> Goal-setting tools Reflection journals Progress-monitoring resources 	0 2 3
3k. Materials provide supports for multilingual learners and diverse student populations.	<ul style="list-style-type: none"> Are supports embedded throughout instruction? 	<ul style="list-style-type: none"> Language supports Vocabulary scaffolds Visual supports 	0 3 5
3l. Materials provide remediation, extension, and enrichment opportunities tied to career pathways.	<ul style="list-style-type: none"> Are differentiated supports available? 	<ul style="list-style-type: none"> Extension activities Intervention resources Career-specific enrichment projects 	0 2 3
TOTAL SCORE CRITERION 3.3			
Meets: 13-16 points Partially Meets: 9-12 points Does Not Meet: 0-8 points			
Criterion 3.4: INTENTIONAL DESIGN			
INDICATORS OF SUPERIOR QUALITY	GUIDING QUESTIONS/CLARIFICATIONS May include but not limited to the following:	EVIDENCE OF HOW THE MATERIALS SUPPORT THE CONTENT	SCORE
3m. Materials integrate technology and digital tools reflective of current workplace practices.	<ul style="list-style-type: none"> Do students use industry-relevant technologies? 	<ul style="list-style-type: none"> Industry software Digital productivity tools Technology integration activities 	0 3 5
3n. Digital resources support collaboration, communication, and project management.	<ul style="list-style-type: none"> Do students use technology to collaborate effectively? 	<ul style="list-style-type: none"> Shared workspaces Collaboration platforms Project management tools 	0 2 3
3o. Materials are organized and visually designed to support usability and engagement.	<ul style="list-style-type: none"> Is navigation intuitive and accessible? 	<ul style="list-style-type: none"> Logical organization Consistent formatting User-friendly design 	0 2 3
3p. Materials provide guidance for technology implementation and compatibility across devices.	<ul style="list-style-type: none"> Are technology requirements clearly explained? 	<ul style="list-style-type: none"> Technology guides LMS compatibility documentation Technical support resources 	0 2 3
TOTAL SCORE CRITERION 3.4			
Meets: 11-14 points Partially Meets: 7-10 points Does Not Meet: 0-6 points			

Gateway 3 Points AVAILABLE	Gateway 3 Points ACHIEVED	GATEWAY 3 RATING
62	Sum of Criterion 3.1, 3.2, 3.3, and 3.4 points	<input type="checkbox"/> Meets (score of 50-62 points) <input type="checkbox"/> Partially Meets (score of 31-49 points) <input type="checkbox"/> Does Not Meet (score of 0-30 points)

TOTAL SCORE (Gateway 1, 2, and 3)			
GATEWAY 1	GATEWAY 2	GATEWAY 3	GRAND TOTAL
of 34 points	of 32 points	of 62 points	of 128 points