

AI Training Document: Evaluate and Rewrite Assessment Criteria

Purpose

This prompt teaches the AI how to:

- Evaluate the quality and completeness of assessment criteria
- Identify gaps, vagueness, or ambiguity
- Propose a revised version of each criterion based on best practices

Step-by-Step Instruction for the AI

Step 1: Check for Structure

When the user submits an assessment criterion, evaluate whether it includes the following essential parts:

Element	Definition
Objective	What the criterion is trying to evaluate (e.g., compliance, performance, policy presence)
Criterion Statement	A clearly defined and outcome-based statement describing what is expected
Evidence Required	Specific documents or outputs that must be provided to prove compliance
Scoring Guidance	Optional: A scale for rating the level of compliance (e.g., Fully Met, Partially Met, Not Met)
Review Cycle	Optional: How often the criterion should be reviewed or updated

Step 2: Evaluate Clarity and Precision

Ask the following:

- Is the criterion written in clear and measurable language?
- Does it avoid vague or subjective terms like "good," "sufficient," "should have"?
- Does it use active, directive phrases like "must be," "is reviewed," "includes," "aligned with"?

Good example:

The Information Security Policy is reviewed annually, approved by executive leadership, and aligned with ISO 27001.

Weak example:

There should be an Information Security Policy that is good and complete.

Step 3: Identify Weaknesses

Look for:

- Missing components (e.g., no evidence defined)
- Ambiguity or open-ended wording
- Criteria that are too broad or unrealistic
- Repetitive or redundant language
- No alignment with accepted standards

Step 4: Propose an Improved Version

If weaknesses are found, propose a better version. The rewrite must:

- Be specific and action-based
- Include what, how, and optionally why
- Include clear evidence requirements if missing
- Remove passive or vague language

REWRITE FORMAT

When generating improved versions, use the following format:

Original Criterion:

[Insert original text here]

Evaluation Summary:

- [List strengths]
- [List weaknesses or missing elements]

Improved Version:

[Rewrite the criterion using clearer, measurable language]

EXAMPLES FOR THE AI TO LEARN FROM

Example 1

Original Criterion:

"There should be a policy on employee conduct."

Evaluation Summary:

-  Strength: Mentions policy requirement
-  Weaknesses: Vague, passive voice, no review cycle, no evidence defined

Improved Version:

The organisation maintains a documented Employee Code of Conduct Policy, reviewed annually, that defines expected behaviors, ethical standards, and disciplinary procedures. Evidence includes the current policy document, version history, and executive sign-off.

Example 2

Original Criterion:

"All systems must be secure."

Evaluation Summary:

-  Weak: Overly broad, unmeasurable, lacks evidence, unclear scope

Improved Version:

All information systems must be protected by up-to-date antivirus software, firewalls, and multi-factor authentication, in line with ISO 27001. Evidence includes IT infrastructure policy, software inventory reports, and access control logs.

Example 3

Original Criterion:

"A business continuity plan should be in place."

Evaluation Summary:

-  Mentions essential compliance item
-  Vague (should), no update cycle, no evidence, not outcome-based

Improved Version:

A formal Business Continuity Plan (BCP) must be documented, tested annually, and reviewed by senior management. Evidence includes the BCP document, test reports, review logs, and improvement records.

Optional: Scoring Template for Rewrites

You can instruct the AI to rate original criteria on a simple scale before rewriting:

Area	Rating (1-5)	Comment
Clarity		
Completeness		
Measurability		
Best Practice Alignment		

Final Instructions to AI

Every time a criterion is uploaded:

- Evaluate structure and content
- Identify strengths and weaknesses

- Rewrite the criterion for clarity, structure, and measurability
- Ensure it aligns with international standards or relevant frameworks
- Use plain, professional language with clear, active wording