## Assessment Checklist

The following checklist may help you in the assessment procedures of your course.

Course

Lecturer

Date

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| 1. The assessment task/s and Assessment Schedule/Marking Criteria have been verified as the updated versions and that the assessment tasks have been pre moderated.
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| 1. A copy of the Assessment Schedule/Marking Criteria has been given to students at the beginning of each course.
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| 1. Information on rights of appeal regarding assessment has been given to the students.
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| 1. Notification regarding any conditions that directly affect assessment, such as late work and attendance requirements, has been given to the students at the beginning of the course.
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| 1. Students have been informed of the standard required to meet the assessment criteria.
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| 1. Steps were taken to ensure assessment is valid and reliable.
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| 1. Information was given regarding date of completion.
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| 1. *Assessment tasks that are related to the learning outcomes or performance criteria have been prepared.*
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| 1. A marking schedule that matches the performance criteria has been prepared.
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| 1. Records of assessments are kept.
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| 1. Records of any special needs requirements for assessment are kept.
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| 1. Records of any problems and how they have been resolved are kept.
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| 1. Records of extensions or resubmission are kept and recorded on the Student Attendance Sheet.
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| 1. Steps have been taken to ensure that the student’s work is authentic.
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| 1. The opportunity for students to verify the accuracy of assessment records has been given.
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| 1. Records of any reassessment and the method used have been kept.
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| 1. Records of any alternative assessment and the use of Ti Kanga Māori have been kept.
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