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

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_