

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. | |
| 2. | A copy of the Assessment Schedule/Marking Criteria has been given to students at the beginning of each course. | |
| 3. | Information on rights of appeal regarding assessment has been given to the students. | |
| 4. | 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. | |
| 5. | Students have been informed of the standard required to meet the assessment criteria. | |
| 6. | Steps were taken to ensure assessment is valid and reliable. | |
| 7. | Information was given regarding date of completion. | |
| 8. | <i>Assessment tasks that are related to the learning outcomes or performance criteria have been prepared.</i> | |
| 9. | A marking schedule that matches the performance criteria has been prepared. | |
| 10. | Records of assessments are kept. | |
| 11. | Records of any special needs requirements for assessment are kept. | |
| 12. | Records of any problems and how they have been resolved are kept. | |
| 13. | Records of extensions or resubmission are kept and recorded on the Student Attendance Sheet. | |
| 14. | Steps have been taken to ensure that the student's work is authentic. | |
| 15. | The opportunity for students to verify the accuracy of assessment records has been given. | |
| 16. | Records of any reassessment and the method used have been kept. | |
| 17. | Records of any alternative assessment and the use of Ti Kanga Māori have been kept. | |

Signature _____