

## SAMPLE CHECKLIST FOR EVALUATING ASSESSMENT TASKS

NOTE: Not all points will be applicable to all types of task

PRINCIPLES & PLANNING	√	Comments / Suggestions
The task		
<ul style="list-style-type: none"> <li>connects naturally with what has been taught</li> </ul>		
<ul style="list-style-type: none"> <li>NSW - addresses appropriate outcomes – not too many</li> </ul>		
<ul style="list-style-type: none"> <li>explicitly describes the expectations and requirements of the activity</li> </ul>		
<ul style="list-style-type: none"> <li>provides opportunities for all students to show what they know or can do</li> </ul>		
<ul style="list-style-type: none"> <li>encourages higher-order thinking, depth of knowledge and understanding</li> </ul>		
<ul style="list-style-type: none"> <li>can be undertaken using a variety of methods or approaches</li> </ul>		
<ul style="list-style-type: none"> <li>provides for a variety of ways in which students learn</li> </ul>		
PRESENTATION		
<ul style="list-style-type: none"> <li>Layout is clear and easy for students to follow</li> </ul>		
<ul style="list-style-type: none"> <li>Instructions are clearly worded and presented</li> </ul>		
<ul style="list-style-type: none"> <li>Font, print size, headings, sub-headings, numbering or lettering are appropriate and enhance the clarity of instructions</li> </ul>		
<ul style="list-style-type: none"> <li>There is no unnecessary information or material</li> </ul>		
<ul style="list-style-type: none"> <li>Expression is clear, concise and accurate in terms of grammar, punctuation and spelling</li> </ul>		
MARKING GUIDELINES		
<ul style="list-style-type: none"> <li>Reflect the knowledge and skills demanded by the task</li> </ul>		
<ul style="list-style-type: none"> <li>Align with target outcomes and task instructions</li> </ul>		
<ul style="list-style-type: none"> <li>Provide clear descriptions of the quality of response required at the different mark ranges</li> </ul>		
<ul style="list-style-type: none"> <li>Do not define high achievement solely in terms of <u>quantity</u> of information</li> </ul>		
<ul style="list-style-type: none"> <li>Allow for discrimination between responses, with more marks awarded for higher quality work</li> </ul>		
<ul style="list-style-type: none"> <li>Optional questions or activities are marked using similar marking criteria</li> </ul>		