



# Assessment 2020: Are you ready?

## Checklist for an assessment description

This checklist can be used as a reminder when describing and providing instructions for each assessment task within your course. Best practice suggests that all the information that students need to know should be available at one place, e.g., written instructions are uploaded in a separate document for each assessment, including tests and exams, under the “Assignments” tab in Canvas. This does not, however, prevent lecturers from discussing or repeating things in class or on PowerPoint slides. Uploading assessment information at one place helps students find such information easily and see the entire assessment journey through a course.

The assessment description must indicate:	Tick
how the assessment aligns to the course content, learning outcomes, and graduate capabilities as described in the course outline	<input type="checkbox"/>
the marking criteria (e.g., a rubric) that will be used to judge the quality of the student performance	<input type="checkbox"/>
the assessment weighting, submission method, and due date	<input type="checkbox"/>
the required format, style, length, and structure	<input type="checkbox"/>

The assessment description could also indicate:
how the assessment relates to other ones in the course
how much time, on average, are the students expected to spend on the assessment
any related assessment policies such as a penalty for late submission
the related resources or learning experiences that will help students prepare and do well on the assessment task
in case of a group assessment, clear instructions on how group members could avoid the tension and conflict associated with group work and how to ensure individual accountability
an exemplar(s) annotated to highlight desired features to include and/or pitfalls to avoid

If you would like discuss your course assessment and/or the description of an assessment, please contact us at [ilt@auckland.ac.nz](mailto:ilt@auckland.ac.nz)