

Assessment 2020: Are you ready?

Checklist of key points



BUSINESS SCHOOL

Policy Aspect	Description	Tick
Transparency & Consistency	Two weeks before the semester starts, the course has provided clear and detailed information about each assessment task (in Canvas and in the course outline).	<input type="checkbox"/>
	The assessment information includes: <ul style="list-style-type: none"> the intended Learning Outcomes to be assessed description of the assessment tasks aspects such as weighting, due dates, and delivery mode (paper or digital) information about minimum pass requirements and plussage 	<input type="checkbox"/>
Assessment Design	Assessment tasks are criterion-referenced, i.e., judgement about the quality of students' performance is made by reference to explicit and predetermined criteria.	<input type="checkbox"/>
	The predetermined criteria are explained to students in advance within the assessment instructions, which strongly suggests the use of effective rubrics.	<input type="checkbox"/>
	Assessment tasks are aligned with the Course-level Learning Outcomes and the related Graduate Profile Capabilities to be addressed in this course.	<input type="checkbox"/>
	Assessment tasks are pitched at the appropriate level of rigour, reflecting the increasing levels of complexity within the course and across the programme.	<input type="checkbox"/>
	A variety of assessment tasks, such as different forms of written or verbal communication, or various groupings of students (peer-, self- and group), within and across courses.	<input type="checkbox"/>
	Associate Dean approval has been attained if plussage is to be used in the course.	<input type="checkbox"/>
Feedback	Feedback and marking will specifically address performance against the explicit and predetermined criteria / rubric that has been provided to students in advance.	<input type="checkbox"/>
	The course includes an opportunity for students to complete an early formative assessment or appropriately weighted assessment and get feedback.	<input type="checkbox"/>
	Feedback will be provided in a timely manner – not later than three weeks after submission or sooner if feedback is required to prepare for subsequent assessments.	<input type="checkbox"/>
Grading	No more than 70% of weighted assessment tasks may be exams and/or tests conducted under examination conditions.	<input type="checkbox"/>
	Tests with a weighting higher than 20%, including take-home tests, will not be conducted in the last teaching week of the semester.	<input type="checkbox"/>
	Where an individual group work task has a weighting of higher than 30% of the final grade, a minimum component of 40% will assess individual contribution; where group work tasks across a course comprise more than 30% of the final grade, a minimum component of 40% (calculated across those tasks) will assess individual contribution.	<input type="checkbox"/>
	The course uses the UoA standard 0.5 rounding scheme, which must also be applied consistently within majors/programmes.	<input type="checkbox"/>
	Marks and grades must align with the University grade descriptors (policy doc pp. 7-8)	<input type="checkbox"/>

This checklist is only able to cover key points. It is important for staff to also engage with the full policy and procedures at <https://bit.ly/2UqfNxl> if you would like discuss your course assessment and/or the assessment policy, please contact us at ilt@auckland.ac.nz

This resource is part of a package of resources prepared by the University of Auckland Business School's Innovative Learning Team (ILT). The resources were designed to provide initial and just-in-time support for Business School staff in their preparation for implementing the University's new Assessment 2020 policy. The resources link to an extended series of live forums offered in August and September 2019 where staff were encouraged to ask questions and exchange ideas, strategies, and practical tips.

For further information, please see <https://www.learningexchange.ac.nz/assessment-2020/>

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