

## Assessment Guide Checklist

### Assessment Design

- 1 Define curriculum content in relation to what you want your students to learn and any existing learning outcomes (e.g. programme/module LOs).
- 2 Specify learning outcomes (generic and specific) around your defined curriculum content covering what a learner is expected to know **and** do to demonstrate learning.
- 3 Review alternative forms of assessment as appropriate for the LOs.
- 4 Select an assessment method and weighting as appropriate to demonstrate the learning outcomes and credit level/weighting.
- 5 Use the assessment learning outcomes to design assessment criteria and feedback format.
- 6 Incorporate ways to engage students in the 'feedback dialogue'.

### Trouble shooting assessment

- 7 Check that all the LOs are assessed adequately, not excessively.
- 8 Check that skills and knowledge are developed appropriately for the level of study.
- 9 Check that assessment and feedback timing leaves space for students to reflect on and use feedback.

### Finally...

- 10 Review assessment consistency across modules and programmes i.e. appropriate development of skills and knowledge; consistent assessment weightings and workload.