

Assessment design checklist

This resource supports the development of level 1, stage 2 design capabilities.

This checklist can help develop high quality assessment resources. The assessment designer should complete the first review. There is also the option of having a second person review the resource.



COMMONWEALTH
of LEARNING

This resource was created by
Commonwealth of Learning for the
TVET Professional Development
Toolkit for the Pacific

Program information

Course/block/standard	
Program title	
Assessment designer	
Reviewer	

Quality indicators

Standards

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Assessment materials are based on the latest version of the assessment standard
<input type="checkbox"/>	<input type="checkbox"/>	The purpose of the assessment is clearly stated
<input type="checkbox"/>	<input type="checkbox"/>	Special assessment requirements are included

Assessment conditions

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Assessment conditions are clearly stated and are consistent with the level of the assessment standard
<input type="checkbox"/>	<input type="checkbox"/>	The context for the assessment is clearly explained, e.g. workplace requirements, on job, or off job

Assessment task(s)

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Assessment instructions explain the quality/quantity of evidence required to meet the standard
<input type="checkbox"/>	<input type="checkbox"/>	Assessment instructions are written in plain English and can be easily understood by the learner
<input type="checkbox"/>	<input type="checkbox"/>	Tasks provide the learner with an opportunity to meet ALL the requirements for the standard outcomes, evidence, and range statements
<input type="checkbox"/>	<input type="checkbox"/>	The level of difficulty of assessment tasks are appropriate to the level of the standard
<input type="checkbox"/>	<input type="checkbox"/>	Assessment tasks are likely to be easy to arrange and cost effective
<input type="checkbox"/>	<input type="checkbox"/>	Broad performance evidence is sought, with opportunities given for the collection of authentic evidence ¹ where relevant

¹ When evidence is authentic, it means the learner does or would create as a usual part of their duties in a job related to the area of study.

Valid

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Tasks provide enough opportunity for a learner to demonstrate competence
<input type="checkbox"/>	<input type="checkbox"/>	Tasks meet all the requirements of the standard

Fair

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Language, layout and content/context are familiar to intended learners
<input type="checkbox"/>	<input type="checkbox"/>	Tasks are free from bias and special learner conditions are stated where relevant

Schedule

Writer	Reviewer	Aspects checked
		Clear statements are given to:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• specify evidence expectations
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• describe performance levels (quality and quantity where relevant)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">• show consistency with the requirements of the assessment activity and the standard (judgment statements)
<input type="checkbox"/>	<input type="checkbox"/>	Recording systems are simple and do not compromise collection or consideration of evidence
<input type="checkbox"/>	<input type="checkbox"/>	Opportunities are given to record the evidence used to make assessment decisions
<input type="checkbox"/>	<input type="checkbox"/>	Evidence statements give examples of appropriate responses

Model answers

Writer	Reviewer	Aspects checked
<input type="checkbox"/>	<input type="checkbox"/>	Model answers (where necessary) are accurate and include examples
<input type="checkbox"/>	<input type="checkbox"/>	Examples of evidence required (where necessary) meet the standard

Assessment designer

Signature

Date

Reviewer

Signature

Date

