# Assessment Template

This template assists with writing assessments that are clear and easy for students to understand. Students should be addressed in the first person and told what they need to do, why they need to do it, and how it should be done – ideally in that order. The information in this template will go on Moodle under a specific assessments tab rather than buried amongst the course content. You may wish to refer students to the Assessment tab throughout the content, but all details relating to their assessments should be housed separately.

The template is designed for 1 assessment task but you may have less or more so include all assessment tasks in the course here.

## Assessment Summary

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Assessment type** | **Assessment component** | **Course objectives** | **Topics covered** | **Weighting (%)** | **Word count or equivalent** | **Due** (e.g. end of Topic 4) |
| 1 |  |  |  |  |  |  |  |

## Assessment 1: meaningful assessment name

The name should be brief and meaningful, identifying the product or deliverable (ie. what students will produce). For example, report, essay, reflective paper, annotated bibliography.

Avoid using generic names (e.g. Assignment 1), as they don’t help students understand what they need to do.

**Assessment description**

Provide a brief description of what students will create/produce by doing the assessment.

**Aims**

Explain why students are doing this assessment: What is the main thing it will help students to learn? And why is this learning important?

If appropriate, provide a brief example from your profession or discipline that illustrates how this task develops important skills, knowledge and graduate qualities.

Provide a simple explanation of how course objectives will be achieved through doing this assessment.

For example - By completing this assessment, you will be able to:

CO1: (link back explicitly to your course objectives)

CO2:

**Criteria**

Write out the criteria by which student success will be measured (these will form the basis of the marking rubric)

**Instructions**

Write the step by step instructions that students need in order to complete the assessment component. Example steps are given below. Include as many steps as appropriate for your assessment piece.

If students are required to access specific resources as part of their assessment, be sure these are clearly linked or referred to in the instructions.

Keep each line to just one instruction where possible to ensure clarity.

1. First, you will need to ….
2. Next, download the assessment template/create a new word document with the following headings: Blah, blah and blah. These will guide your thinking as you create your blah.
3. Complete your appendices first, and then return to the report body, as your analyses in the appendices will guide your report writing.
4. Save your file with the following format: username-finalreport (e.g. doljd084-finalreport)
5. Submit your file through the submission link: Assessment 1 – Report by DUE DATE.

**Advice and resources**

Consider any advice or scaffolding students will need to complete the assessment well.

This might include technical information, assessment templates, links to sample assessments, annotated samples or learning resources.

**Academic integrity**

What issues of ownership, intellectual property, acknowledgement/referencing do students need to be mindful of? What referencing style should be used, if any?

Where appropriate, include examples of what would constitute academic misconduct.

Remind students that written work may be checked for plagiarism using text comparison software and held in a data base for future reference.

**Feedback**

Include a brief statement about when and how assessments will be returned.

Describe the forms of feedback that will be provided, and explain how students will be expected to use that feedback in future assessments. Consider incorporating innovative, digital feedback forms (e.g. video, online chat, peer-to-peer)

Include a link to the marking rubric.