**Creating Assessments using paper based ASQA Assessment Tool for Learners FLA-43 with online grading and feedback**

This checklist has been created to assist trainers when creating Assessments

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**Assignment Module Checklist**

Upload the paper-based ASQA Assessor Tool for Learners FLA-43 onto the Assessment Tab. Upload this document from Moodle into Alfresco and complete copyright information in Alfresco.



Upload any supporting document or templates students need for assessment tasks on the Assessment Tab. Upload these documents from Moodle into Alfresco and complete copyright information in Alfresco.



***Now create an assignment module for grading and feedback for each of the individual assessment tasks.***

The following are the items you need to be aware of:

Name of assignment matches the Name in the Assessor Tool. Add a brief description of the assessment including instructions to student about how to submit if they are to do it online. (Make sure your assessment tool instructs students to upload in Moodle)



Submission type



• If students are to submit their assignments through Moodle, select Mahara, File or Online

• You can select more than one type eg. File and Online

• If you select Mahara, the student will have to have their Mahara page set up beforehand, otherwise they will be unable to upload files and submit.

Feedback Types



• Suggest you tick comments and files. This enables you to upload notes or feedback to students in either format; and if a student can’t upload and emails their work to you directly, you can upload the work through feedback.

Submission settings checked



• If file submission is required then make sure submission setting is set to yes

Grading



• Grading Method has been selected

* For Paper-based Marking guide and feedback, use Simple Direct
* For Competency, use Marking Guide
* For Graded Assessment, use Rubric

• Appropriate grading scale has been selected

* Assessment Task using the Marking Guide select - Assess Task S, NS, Other
* Final Result with Marking Guide select - *Unit Final Result - CC, NC or Incomplete*

• Grade to pass entered – (Marking Guide = 2 x the number of assessment criteria)

Activity Completion set up - select Show activity as complete when conditions are met



• Graded or submitted for Assessment Tasks and

• Graded for Unit Final Results

Assignment - Completed Advanced Grading



• Marking Guide

* Name the criteria e.g. Assessment Criteria 1 for Assessment Tasks or Assessment Task 1 in the Final Result.
* Description for learners - the assessment criteria
* For Competency based Marking Guide you must add a description to guide the markers for each criteria or upload the Assessment Tool for Assessors to the Teacher Resources Tab
* Maximum Grade for each criteria must be 2

• Rubric

* Refer to eLearning team if you require support constructing a rubric

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**Quiz Module Checklist**

If you are using Moodle online quiz as an Assessment Task (rather than a Learning activity) make sure you have advised the students in the Assessment Tool for the relevant Assessment Task



Enter Description with instructions for learners



• Declaration text has been added to this description -

By submitting this quiz you agree to the following declaration.

I hereby declare that this is my own work and that all non-original information is appropriately acknowledged.

I am aware of the consequences of plagiarism and will abide by the Student Conduct Policy in this regard. I will be able to review my answers to the questions after I have submitted.

I give permission for my assessment material to be used for continuous improvement purposes.

• Advised students that grade to pass is 100%

Attempts allowed = 2



Grade to pass selected



• Ensure your grade to pass is the Maximum grade in the quiz

Entered feedback



• Enter feedback for 100% and then 99% as a minimum. Please refer to the sample quiz feedback if you want suggested feedback

Activity Completion set up - select Show activity as complete when conditions are met



• Tick Graded and require passing grade or Graded, Require passing grade and available attempts completed



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**Forum Module Checklist**

If you are using Moodle Forum as an Assessment Task (rather than a Learning activity)

Enter Description with instructions for learners



• Declaration text has been added to the description - refer to the sample quiz for the wording

Select the correct scale



• Scale for Competency based and Point for approved Graded assessments

Start the Forum by Adding a Discussion Topic, to include instructions and the Assessment Question.



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