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| **General details.**   * School logo * Who is the assessment task is designed for? Stage/Year/Term/task number * Date issued/Date to be submitted. * Learning experience (PCL) focus and weighting of each component. |
| **Outcomes** to be addressed (direct from the syllabus) |
| **Task Description**: must be explicit and clearly identify each component. |
| **Marking criteria**: what components are you allocating marks to and what are you expecting to see.  Criteria must be explicit and align with the PCL areas identified above and the outcomes.  NB:   * You should never allocate marks to intangible elements like attitude. Think about how these are addressed on reports. * Check the school policy about allocation of marks or grades only. * You should only address elements mentioned in the criteria i.e. you can’t suddenly change your mind and mark elements the students aren’t aware of. |
| **Task instructions**   * What resources are they expected to use. * How will the task be presented? * How is the task to be submitted? |
| **Feedback**   * How will the student receive feedback? |

**Checklist for Assessment task development.**

**(To assist with AT2b)**

**Checklist for Assessment task rubric development.**

**(To assist with AT2c)**

* There is no need to re-invent the wheel – base your rubric design on the band descriptors from NESA (See link above). This will guide your language choice and assist with consistency across Year groups.
* You need to adapt the rubric to be specific to your task and the marking criteria identified.
* If you are assessing more than one area (PCL) you need a clear rubric for each component.
* The middle tier (Grade C/3) should be the starting point as this is the level you would hope most students would achieve and should represent students working at their year/grade level. Grade A and B (1/2) allows you to reward those students working above expectations and D those students who have not met expectations. Grade E (5) should only be used for non-attempts or unsubmitted efforts (This would normally be followed by an email to Head Teacher and parents).