This form is to be used to document validation of assessment tools prior to first delivery of an assessment item, and for examinations at the time of each delivery of the examination.

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| --- | --- |
| Unit code and title: |  |
| Teaching period: |  |
| Delivery location: |  |
| Unit Coordinator: |  |
| Assessment task/s reviewed, (description and weighting): |  |

# Validation

*(note: validation of multiple assessment items may be done as a collective, including additional exam papers)*

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| Description | Agreed  (Y/N) |
| There is clear alignment between the unit learning outcomes and the assessment task/s. |  |
| The assessment measures student achievement of the intended learning outcome/s at an appropriate level. |  |
| The assessment is as objective and as fair as possible, taking into account learning styles, diverse student cohorts and intrinsic requirements. |  |
| The assessment documents are free from ambiguities, grammatical errors and spelling mistakes. |  |
| The timeframes set for all assessments are reasonable. |  |
| The weighting is appropriate to the requirements of the tasks or questions. |  |
| Marking criteria, rubrics and guides are clear. |  |
| *Examination papers only:* |  |
| All relevant materials have been provided within the papers. |  |
| Alternate, equivalent versions of exams are available for special/alternative examinations. |  |
| The presentation and layout of the examination paper is in the approved university format. |  |

# comments and actions

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| Validator comments: |
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| Recommended actions: |
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# acknowledgement and signatures

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| --- | --- | --- | --- |
| Validator name: |  | | |
| Signed: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Coordinator acknowledgement of receipt and agreement to report and/or action items raised: | | | |
| Signed: |  | Date: |  |