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 Convenor: |  |
| 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 AQF 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 and instructions 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. |  |
| The learning outcomes have been met in the marking criteria, rubrics and guides. |  |
| The criteria in the marking criteria, rubrics and guides cover the requirements of the assessment. |  |
| The cumulative weight of the rubric criteria prioritise achieving the learning outcomes. |  |
| The descriptors of performance adequately differentiate between each grade level. |  |
| The Pass descriptor aligns with the relevant learning outcome verb. |  |
| *Online and automatically marked summative assessment tasks only:* |  |
| Test questions are randomly generated from a pool of at least three times the number of questions. |  |
| Test questions are not provided by a publishing company. |  |
| The time limits set for unsupervised on line tests take into account the time it would take a well-prepared students to answer the questions |  |
| *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: |  |

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