Assessment Template
Learning, Teaching and Student Engagement

The template below can be used to plan out all your assessments so you can streamline the marking process and give your students the best possible assessment process.

It is recommended that the headings **Title-**through-to-**Requirements** should appear in an assessment item in LearnJCU, with the relevant descriptions underneath them. The rest of the headings are for you to realistically decide upon your marking process.

Subject:

Assignment name:

Assessment decisions

Title: Ensure this is descriptive enough so the students know from the beginning what the end product will be.	
Weighting:	
Due Date:	
Length:	
Learning Outcomes:	
Submission Method: What method will your students use to submit i.e., LearnJCU and email.	
Task Description: Clearly explain what exactly you want your students to do or produce.	

Student Actions: Outline all necessary actions (and thoughts) needed for your students to complete the task. Provide all helpful links here i.e., links to software, links to how to write a report, links to weekly learning materials, etc.	
Referencing: Name the style and provide the links to style guide you want them to use.	
Rationale: Why are you asking your students to do this? How is it relevant to the learning outcomes and weekly learning materials? How is it relevant to their profession?	
Marking Criteria: Provide the rubric you will be using to marking their work.	
Presentation: (i.e., word doc titled XXXXX etc.)	
Examples: If you wish to provide them an example of what you would like them to complete.	
Requirements: (i.e., must obtain at least 50% etc.)	

Marking process decisions

Who is marking this assessment?	
Realistically, how long do the markers have to mark each student's work:	
What will ensure consistency if multiple markers?	
What kind of feedback do you want the student to get? (Annotate comments, text feedback, rubric comments, recorded feedback, etc.)	