Assessment planning checklist

ASDAN qualification:	
Unit:	Level:
Title of project/task/assessment activity:	

Criteria	✓	Comments
Is the assessment activity/task set in a context that is relevant to the learner?		
Is the assessment activity/task interesting to the learner?		
Is the assessment activity/task guidance clear, explicit and written in language that matches the level of the unit?		
Does the assessment activity/task support learners to produce sufficient evidence of the skills/knowledge and understanding specified in the unit to ensure coverage of all referenced assessment criteria?		
Does the assessment activity/task support learners to produce evidence that can be measured against the requirements of all referenced assessment criteria?		
Does the assessment activity/task prompt the learner to produce evidence at the appropriate level?		
Does the assessment activity/task enable the learner to demonstrate an appropriate degree of independence and choice (for the level of the unit)?		
Is the assessment activity/task, and any associated resources, accessible to all learners?		
Is the timescale for completing the assessment activity/task realistic?		
Does the assessment activity/task afford equal opportunity for all learners?		
Can the assessment activity/task be delivered effectively and efficiently with the resources available at the centre?		

Created by:	Job role:	Date: