**Task grid for assessment checklist**

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| Topic | Area | Your response | Action neededWhat? By when? Who responsible? |
| 1. Abiding by the rules | PSRBQAALJMUGrade descriptors |  |  |
| 2. Tasks aligned with learning outcomes | Learning outcomes OK or need improving?Verbs aligned to tasks? |  |  |
| 3. Fitness for purpose | PurposeOrientationMethods and approachesSufficient diversity?AgencyTiming and timeliness |  |  |
| 4. Assessment *for* learning | Authentic?Challenging?Dialogic?Helping students understand processes and practices? |  |  |
| 5. Standards | Moderation opportunities for inter-assessor reliability?Co-assessment and mentoring for new staffTraining and CPD for staff new to HE assessment |  |  |
| 6.Shared understandings | Assessment literacy training and rehearsal opportunities for students/ staff? |  |  |
| 7. Developmental and transformative feedback | Developmental in quality?Sufficient in quantity?Fast enough?Accessible and supportive language?Guidance on where to seek further help? |  |  |
| 8. Involve students | Designing and developing assignmentsPilotingLearning from students’ feedback to you |  |  |