Internal Quality Assurance of an Assessment Task

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| Assessment Task |  | |
| Qualification Title |  | |
| Qualification QAN |  | |
| Unit Title |  | |
| Unit URN |  | |
| Learning Outcomes (LO) and Assessment Criteria (AC) |  | |
| Verification Criteria | Yes/No /Partly | Comment | Action Required | Date |
| 1 Is the assessment task clearly communicated to the learners? |  |  |  |  |
| 2 Is the assessment task clearly mapped to LO and AC |  |  |  |  |
| 3 Does the assessment task ensure the learners can demonstrate that they have met the required LO and AC for the unit i.e. the command verbs are correct? |  |  |  |  |
| 4 How does the assessment task ensure consistency of decisions for all learners from multiple assessors i.e. does the task include model answers/expected evidence? |  |  |  |  |
| 5 How does the assessment task enable authenticity to be evidenced? |  |  |  |  |
| 6 Does the assessment task show any bias i.e. is it excluding any groups? |  |  |  |  |
| 7 Does the assessment task clearly allow for feedback? |  |  |  |  |
| 8 Is there provision to document assessment decisions and grading where applicable? |  |  |  |  |
| Assessor Name |  | |
| Assessor Signature |  | |
| Name (IQA) |  | |
| Signature (IQA) |  | |
| Final sign-off Date |  | |