Adult Learning Kirklees
Tutor Handbook - Appendix I

Quality of Education – Planning, Teaching and Assessment Checklist

Use the checklist below to ascertain which key principles you use in relation to assessment and feedback.

Assessment	✔
Assessment has been designed to aid learners' learning	
Assessment tasks and processes are fair	
Assessment criteria is clear and unambiguous	
For accredited learning assessment aligns with the requirements of the awarding body	
For non-accredited learning assessment aligns to the requirements of RARPA	
Assessment methods and content are reviewed periodically to ensure fitness for purpose	
Summative assessment is designed to mark the work and not the learner submitting it	
Consistency of marking is checked through internal verification and/or Standardisation	
A diverse range of assessment methods is used, to ensure assessment methodologies are inclusive	
Opportunities for assessing English and maths skills have been built into the assessment programme	
Feedback	✔
Feedback is given in ways which promotes learning	
Feedback is given on all assessed work and is both formative and summative	
Feedback is relevant, informative and fit for purpose	
Feedback includes areas for development and areas of good practice. Areas for development gives guidance on next steps	
Feedback is timely and given within a reasonable timescale	
Feedback is effective and uses a range of approaches, including both oral and written feedback	
Feedback provides tutors with information that can be used in curriculum development	
Feedback includes corrections of spelling, grammar and punctuation of key words	