AICC ASSESSMENT REVIEW CHECKLIST

This checklist is to be used to record assessment sample checking that occurs to ensure that all assessments have been correctly marked.

Each assessment is to be carefully checked to ensure that:

- all documentation that requires a name, date and signature is completely and correctly completed
- all documentation that includes an assessment outcome is correctly and completed and feedback has been given as required
- all assessment tasks have been marked correctly including:
    - in accordance with the marking guidance
    - instances of plagiarism have been identified and the student advised accordingly
    - instances of cheating or collusion have been identified and the student advised accordingly.

PERSON/S COMPLETING REVIEW	
POSITION OF PERSON/S COMPLETING REVIEW	
DATE OF ASSESSMENT SAMPLE CHECKING	

UNIT CODE AND TITLE	STUDENT ID	ASSESSOR NAME AND DATE MARKED	ALL DOCUMENTATION COMPLETED? *(indicate yes or no; where no, provide comments about what is missing)*	ASSESSMENT TASKS MARKED CORRECTLY? *(indicate yes or no; where no, provide comments about the issues identified)*	REQUIRED ACTION *(please record actions that may be required such as reassessment, remarking; include responsibilities and timelines)*