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| [Assessment task] |

Schools may use this template to construct an assessment task.

**How to use this template:** Type information into the fields (yellow shading), select options from the dropdown menus, or add your own information. Insert/delete rows as required. Insert the school logo in the footer. When complete, delete the highlighted instructions (blue shading). To do so, select the instruction text, click the **Home tab > Styles dropdown > Clear All/Clear Formatting >** text will revert to Normal style and you can delete the text.

## **Year** [#] [Learning area/Subject]: [Task]

|  |  |  |  |
| --- | --- | --- | --- |
| Student | [Enter student name.] | Student no. (optional) | [Enter student no.] |
| Teacher | [Enter teacher name.] | | |
| What is my task?  Provide a context statement to set the scene or focus for the assessment task (if needed). Clearly state the text response type students will complete.  [Enter the task description.]  What do I need to do to complete the task?  Clearly explain the steps required to complete the task. Use numbers to identify each step in the sequence.  Instructions should use language that is clear, direct and accessible to students. They should include the cognitive verbs or command verbs.  Use 1.5 spacing. To do this, use the AC formatting styles provided in this template. From your top toolbar in MS Word, select **Home** > **Styles** > **AC table bullet**, **AC table number** or **AC table text**.   1. [List the assessment task instructions.] | | | |
| Conditions  Identify conditions under which the assessment will be implemented. Conditions could include:   * + word length   + time   + number of slides   + resources, e.g. calculator, dictionary.   [Enter the conditions.] | | | |
| Date issued | | [Enter a date from the dropdown calendar.] | |
| Due date | | [Enter a date from the dropdown calendar.] | |
| Checkpoints | | | |
| Add checkpoints as appropriate.  [Date]: [Identify checkpoint action.] | | | |
| Glossary | | | |
| [Enter term.] | | [Enter definition.] | |
| Authentication strategies | | | |
| Add, edit or delete authentication strategies as appropriate. | | | |
| * Complete in class under supervised conditions. | | | |
| * Submit a plan for the development of your response to your teacher. | | | |
| * Complete work in class — your teacher will observe you and may use annotations or notes to record the development of your response. | | | |
| * Participate in an interview or conference with your teacher who will ask you questions about your response. | | | |
| * Submit a draft to your teacher. | | | |
| * Acknowledge all sources used. | | | |
| * Include a declaration of authenticity. | | | |
| * Submit your work through the academic integrity software program. | | | |

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**Supplementary notice:** Any personal information contained within the completed document must be managed according to your school’s privacy obligations.