|  |
| --- |
| [Examination/Supervised assessment task]  |

Schools may use this template to construct an examination/supervised 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]: [Examination/Supervised assessment task]

|  |  |  |  |
| --- | --- | --- | --- |
| Student | [Enter student name.] | Student no. (optional) | [Enter student no.] |
| Teacher | [Enter teacher name.] |
| Date | [Enter a date from the dropdown calendar.] |
| Conditions | Completed in class under supervised conditions. |
| Duration | [Insert the time.If relevant, state if the task is completed over more than one session.] | Perusal/planning | [Insert the number of minutes provided for perusal or planning.] |
| Other | [Identify here if there is stimulus to be used, access to resources or technology, use of notes, audience, genre, word length etc. Add a row for each instruction.] |
| Instructions to complete this [examination/supervised assessment task] |
| Identify whether students should answer questions in the space provided on the test paper, separate lined paper or in a response booklet. Add any further instructions required, e.g. if students can write during planning time, or if planning paper will be collected and marked.Consider using brief statements or dot points to support accessibility and avoid unnecessary cognitive demand.* [Insert instruction 1.]
* [Insert instruction 2.]
* [Insert instruction 3.]
 |
| Task[For an extended response, single-question examination/supervised assessment task, the question will appear here.]Delete this box for a short response examination/supervised assessment task. |

The following question templates are designed for short response examinations/supervised assessment tasks. Delete these if the examination/supervised assessment task is an extended response, single-question examination/supervised assessment task.

## Part [#]

### Section [#]

Use the appropriate headings if the examination/supervised assessment task is separated into parts and/or sections.

When constructing the examination/supervised assessment task, select the appropriate question template from the options below.

Copy or delete the headings or question templates as needed.

|  |  |
| --- | --- |
| Question [#] ([#] mark/s) |  |

Use this question template for single questions. Copy this template as required.

Remove any reference to marks if it is not required for the question.

[Insert the question.]

Add space for response — copy lines or blank space as appropriate.

|  |  |
| --- | --- |
| Question [#] ([#] mark/s) |  |

Use this question template for questions with additional sub-questions. Copy this template as required.

Remove any reference to marks if it is not required for the question.

[Insert the question.]

* 1. [Insert or delete the sub-question.]
	2. [Insert or delete the sub-question.]
	3. [Insert or delete the sub-question.]

Add space for response — copy lines or blank space as appropriate.

|  |  |
| --- | --- |
| Question [#] ([#] mark/s) |  |

Use this question template if inserting a stimulus image in the question. Copy this template as required.

Ensure the source of the stimulus is identified.

Remove any reference to marks if it is not required for the question.

[Insert the question.]

Figure/Table [#]: [Title]



[Insert source of image]

Add space for response — copy lines or blank space as appropriate.

|  |  |
| --- | --- |
| Question [#] ([#] mark/s) |  |

Use this question template if the question has additional sub-questions and requires a stimulus image to be added.

Ensure the source of the stimulus is identified.

Remove any reference to marks if it is not required for the question.

[Insert the question.]

* 1. [Insert or delete the sub-question.]
	2. [Insert or delete the sub-question.]
	3. [Insert or delete the sub-question.]

Figure/Table [#]: [Title]



[Insert source of image]

|  |  |
| --- | --- |
| Question [#] ([#] mark/s) |  |

Use this question template if using multiple choice questions.

Remove any reference to marks if it is not required for the question.

[Insert the stem.]

1. [Insert the response.]
2. [Insert the response.]
3. [Insert the response.]
4. [Insert the response.]

|  |  |
| --- | --- |
| Question [#] ([#] mark/s) |  |

Use this question template if using multiple choice questions with graphics.

Ensure the source of the stimulus is identified.

Remove any reference to marks if it is not required for the question.

Figure/Table [#]: [Title]



[Insert source of image]

[Insert the stem.]

|  |  |
| --- | --- |
|  |  |
|  |  |

*Examination/supervised assessment task template*, originally published by State of Queensland ([QCAA](http://www.qcaa.qld.edu.au/copyright)) 2025 | CC BY 4.0.

**Attribution:** No attribution is required.

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