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| Business Studies 2024 v1.0  [Choose an extended response.] Workshop sample assessment template This sample has been compiled by the QCAA to assist and support teachers in planning and developing assessment instruments for individual school settings.  Schools develop internal assessments for each Applied subject, based on the learning and assessment described in the syllabus.  To use this template, teachers should:   * customise the school information section and subject details * complete the unit and module section using information from the syllabus, delete the QCAA logo, and replace ‘Queensland Curriculum and Assessment Authority’ with the school name in all footers * consider the conditions prescribed in the syllabus * construct assessment items in the provided fields. Refer to the guidance provided in yellow in the template. This guidance refers to content to be entered * include stimulus items within the template or attached separately * refer to the Assessment techniques section of the syllabus for further information about subject-specific specifications for the assessment technique and objectives that need to be assessed * remove the text in blue from the assessment instrument when it is completed. The text in blue provides formatting tips and instructions to writers.  |  |  | | --- | --- | | **Student name** |  | | **Student number** |  | | **Teacher** |  | | **Issued** |  | | **Due date** |  |   **Overall result**   | Result | | | | | Comment | | --- | --- | --- | --- | --- | --- | | **A** | **B** | **C** | **D** | **E** |  | |

## Conditions

Copy and paste the required information for the relevant unit directly from the syllabus.

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| **Technique** | Extended response |
| **Unit [#]** | [Insert the unit option and name]  Copy and paste the unit option directly from the syllabus, i.e.  Option A: Working in administration  Option B: Working in finance  Option C: Working with customers  Option D: Working in marketing  Option E: Working in events  Option F: Entrepreneurship |
| **Response requirements** | Copy the response requirement chosen from the syllabus list   * [Insert the response requirements.] |
| **Individual/group** | Individual |
| **Other** | Use approximately 10–15 hours of class time to prepare your response. You can develop your responses in class time and your own time. |

## Context

Suggested items to include are:

* + purpose of the task
  + information about the audience
  + relevance of the instrument to the unit of work
  + description of the scenario that students will address when completing the task.

1. [Insert the context.]

## Task

Add task, i.e. copy and paste the task information from the relevant unit and then contextualise the task to align to your school and student needs.

[Insert the task.]

## Specifications

Copy and paste the specifications directly from the syllabus. You can then contextualise this further to align to the specific task you have developed.

This task requires you to:

* [Insert the specifications.]
* [Insert the specifications.]

## Stimulus

Add further stimulus information here as required. Use appropriate titles and a numbering system as necessary.

[Add stimulus or refer to attached stimulus.]

## Checkpoints

Insert or delete due dates and sign-off as required. Insert a maximum of five checkpoints.

[Term [X] Week [x]/Date]: Identify checkpoint action.]

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## Authentication strategies

Select at least one strategy from the following list. Delete strategies not required.

* The teacher will provide class time for task completion.
* Students will produce sections of the final response under supervised conditions.
* Students will each produce a unique response by … [Identify how this is achieved, e.g. selecting a unique topic or a topic with teacher-defined limits to how many students may select that particular topic, using individualised datasets, collecting data as a group but producing individual reports … ]
* Students will provide documentation of their progress [at indicated checkpoints, if checkpoints are provided].
* The teacher will collect copies of the student response and monitor at key junctures.
* The teacher will collect and annotate drafts.
* The teacher will conduct interviews or consultations with each student as they develop the response.
* Students will use plagiarism-detection software at submission of the response.
* Students must acknowledge all sources.
* Students must submit a declaration of authenticity.
* Students will produce summaries during the response preparation.
* The teacher will conduct interviews after submission to clarify or explore aspects of the response.
* The teacher will compare the responses of students who have worked together in groups.
* The teacher will ensure class cross-marking occurs.

## Scaffolding

[Scaffolding should describe specific processes that must be used, or expectations for the presentation of the student response, e.g. information about the report format to be used, expected referencing or citation conventions, or the inquiry or problem-solving model that must be used.]

## Instrument-specific standards [#]1: Extended response — [Assessment title]

Choose one of the following for the ISS subtitle:

A1: Extended response — Employee administration

B1: Extended response — Financial administration

C1: Extended response — Customer relationships

D1: Extended response — Marketing fundamentals

E1: Extended response — Event administration

F1: Extended response — Entrepreneurship

| Explain | Examine | Apply | Communicate | Grade |
| --- | --- | --- | --- | --- |
| The student work has the following characteristics: | | | | | |
| * significant explanations of concepts, processes and practices | * comprehensive examination of information related to the context | * comprehensive application of knowledge to make decisions | * fluent communication for the context, purpose and audience | **A** |
| * substantial explanations of concepts, processes and practices | * considered examination of information related to the context | * effective application of knowledge to make decisions | * effective communication for the context, purpose and audience | **B** |
| * explanations of concepts, processes and practices | * examination of information related to the context | * application of knowledge to make decisions | * communication for the context, purpose and audience | **C** |
| * partial explanations of concepts, processes or practices | * partial examination of information related to the context | * partial application of knowledge to make decisions | * partial communication for the context, purpose or audience | **D** |
| * identification of concepts, processes or practices. | * identification of information related to the context. | * identification of a decision. | * communication of a response. | **E** |

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