

Developing and submitting internal assessment for endorsement

Chapter 1: Preparing to develop assessment instruments

Transcript of video (part 1 of 3)

This video is available from www.qcaa.qld.edu.au/senior/assessment/quality-assurance/endorsement/submitting-internal-assessment

Title slide	Developing assessment instruments for endorsement. Chapter 1: Preparing to develop assessment instruments.
Outline	<p>This presentation is recorded in three chapters.</p> <p>This chapter covers the pre-reading, familiarisation with QCAA resources, and reflection on previously developed assessment instruments that is recommended before you begin to develop assessment instruments for a new cohort of students.</p> <p>Chapter 2 will explain how to access and use the assessment templates, as well as the features of the Endorsement application that help you to quality assure your assessment instruments before you submit them for endorsement.</p> <p>Finally, Chapter 3 will outline where you can find additional support and information when developing your assessment instrument, and as it progresses through the endorsement process.</p>
Preparing to develop assessment instruments: The QCAA Portal	<p>A number of resources are available to help you to develop endorsable assessment instruments in the provided assessment templates.</p> <p>Before you begin to develop your assessment instruments, we recommend that you familiarise yourself with these resources.</p> <p>Now I'll step you through the various resources and where to find them in the QCAA Portal.</p>
Syllabus app	<p>First and foremost is your syllabus, which can be accessed via the Syllabus application.</p> <p>The syllabus describes the units of work and assessment specifications, and it also includes resources to guide you as you develop assessment, including:</p> <ul style="list-style-type: none">• sample internal assessment instruments

- subject reports that outline the findings of the previous year's endorsement, confirmation and external assessment processes, and
- other quality assurance resources.

Syllabus resources

Once you have located your syllabus, from this location, to access these resources click on the green **Resources** button at the top right of the screen. You can also access the contact details for QCAA staff for your subject.

Unit 3 & 4 resources: Sample assessment instruments

Under the **Unit 3 and 4** tab you can find sample assessment instruments to help you to develop your assessment instrument. You should not copy the sample assessment instruments to use as your own, but use them as a guide to develop an assessment instrument that is suitable for your students and the learning experiences that they will engage in.

Unit 3 & 4 resources: QA resources

Under the Quality assurance heading you will find quality assurance tools for each assessment instrument and *Guidelines for developing and reviewing assessment*. This document provides advice about the amount and types of changes recommended from one year's assessment to the next. While the Endorsement application allows schools to copy an assessment instrument from one year to another, it is very important that schools revise their assessment instruments to ensure that student responses are authentic (limiting opportunities for plagiarism), to ensure assessment security, and to consider ways to improve their assessment instruments.

You will also find information about what is expected to be included in the submission at both endorsement and confirmation. Before developing assessment, the *Confirmation submission guidelines* are also a recommended read, as this may influence how you direct students to produce their response.

Additional resources

There is also an **Additional resources** tab that includes copies of the subject reports, information about cognitive verbs and other subject-specific resources.

Endorsement app

The Endorsement application is another valuable source of information.

Retained in this application is a record of all previous endorsed and comparable assessment instruments for your school. This also includes the directives for assessment instrument versions that were not endorsed, so that you can reflect on that advice before you begin to develop new assessment.

Located in the Endorsement app are the quality assurance tools, also used by endorsers to guide decisions about your submitted assessment instruments.

There are a range of ICT resources that can be accessed by clicking on the **Help** link when you are working in the Endorsement application.

How to run a report of previous endorsement decisions

In the application, you can see the directives for each assessment instrument by opening the assessment instrument. It is also possible to run a report that collects all previous endorsement decisions and directives for one or more subjects, and for one or more assessment techniques. Submitters and approvers have access to run an endorsement decision report by clicking on the **Reports** option.

How to run a report of previous endorsement decisions

The submitter or approver can select all relevant subjects, completion years and assessment instruments to create a downloadable, tailored report.

The endorsement decision summary

The report identifies that the assessment instrument was endorsed (first, second or intervention), and the directives that were provided, if the assessment instrument was not endorsed. These directives can help you plan, so that you don't replicate the same issues in your new assessment.

Video: Downloading a decisions report

Animation showing the steps to complete the task on-screen:

1. Click on **Reports**.
2. Select **Endorsement decision summary**.
3. Select one or more years, subjects and IAs.
4. Click on **download report**.

Other resources

There are still more resources to be found in the QCAA Portal. At this time, the key resources I will draw your attention to are:

- the assessment literacy resources
- the *QCE and QCIA policy and procedures handbook*, and
- the resources in the Learning Hub.

The handbook

The *QCE and QCIA policy and procedures handbook* can be accessed in two ways and two formats.

From the QCAA website home page, by selecting the link to **Senior secondary**, then clicking on the **handbook** link. This takes you to a web-based copy of the handbook.

Or, it can be accessed from the **Noticeboard** in the QCAA Portal, as a PDF file.

The handbook outlines all policies and procedures that relate to the achievement of the QCE or QCIA for students in the senior phase of learning.

The handbook includes sections about:

- the endorsement process
- administering internal assessment (including scaffolding, feedback and drafting, managing response length and authenticating students' responses), and
- access arrangements and reasonable adjustments (AARA), including illness and misadventure.

This is important information to consider as you begin to draft your assessment instrument.

Assessment Literacy and Learning Hub

The Assessment Literacy application offers courses on key concepts:

- Module 1 — Attributes of quality assessment
- Module 2 — Developing valid and accessible assessment.

The Learning Hub includes short courses about academic integrity, and courses related to teaching and learning that underpin assessment.

Completing these courses not only provides valuable learning, but can also be claimed as part of compulsory professional learning hours for teacher registration.

QCAA social media

The QCAA also uses social media to share information about upcoming events, activities and resources.



© State of Queensland (QCAA) 2022

Licence: <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** www.qcaa.qld.edu.au/copyright — lists the full terms and conditions, which specify certain exceptions to the licence. |

Attribution (include the link): © State of Queensland (QCAA) 2022 www.qcaa.qld.edu.au/copyright.