

Assessment Planning



University of
Southern
Queensland

Assessment is a part of university and is used to determine students' understanding and application of the course objectives. Assessment is made up of the individual tasks distributed throughout your course such as assignments, quizzes and exams. Developing an assessment plan is an important part of time and study management.

Forward planning for the trimester

To effectively plan for your assessment across your study period, it is important to review the assessment documentation in your courses. The key document you should read prior to commencing your study is the Course Specifications.

Review the course specifications document associated with your course and ask yourself the following key questions:

1. **What are the course objectives?** Each course has a defined set of objectives. You will be assessed on these.
2. **What is the assessment for this course and when is it due?** Check under the 'assessment' section as this will outline what types of activities you will be assessed on and when they need to be completed. Use these dates in your trimester planner.
3. **What is the weighting for each assessment? What percentage is each assessment item worth?** You can use this information to work out how much time you need to spend on each.

Use a calendar

Ask your Education Officer to print a copy of UniSQ's [Academic Calendar and Important Dates](#) page to see all key dates throughout the academic year. Include the important dates and assessment dates for all your courses on a calendar.

Planning for each assessment

Start by pinpointing the assignment submission date. Then work backwards through the stages of preparation required for completion to identify a start date. Use a checklist list like the example below.

Date	Task	Completed
	Task Analysis Read the task sheet and marking rubric. Break down the assignment question. Identify what is required. Start brainstorming information.	☐
	Conduct Research Identify relevant information sources. Gather materials and do background reading. Reflect and start to formulate ideas.	☐
	Planning Develop response and create outline. Order notes and ideas including reference details. Write a basic structure.	☐
	Writing Cover one idea at a time. Write clearly and in your own words. Start with body paragraphs then introduction/conclusion Make sure ideas relate to each other	☐
	Referencing Document your research trail as you go. Use the appropriate referencing style. Check your work against Library Referencing Guides.	☐
	Revise and Submit Draft, draft, redraft and proofread. Check work against your task sheet and rubric. Submit your work on time.	☐
Due Date	Review Feedback Read your examiner or marker comments. Seek support to understand feedback, if required. Stay positive and use feedback to improve.	☐

Further support

Contact your student learning advisors via the Support for Learning team here:

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