

Assessment Checklist

Use this checklist to verify a summative task is ready to hand out, and correctly aligned to its MYP assessment criterion.

Alignment to Criteria

- The task is explicitly mapped to one or more MYP assessment criteria (e.g., Criterion A).
- Task instructions reference the specific strands being assessed.
- The achievement-level descriptors used for marking match the current subject guide.

Task Design

- Instructions are written in student-accessible language.
- The task allows students to demonstrate the full range of achievement levels (0-8).
- At least one annotated exemplar or model response is available.

Fairness & Access

- Instructions and rubric have been checked for accessibility (language, format, tools allowed).
- Any required inclusive access arrangements have been applied.
- Academic integrity expectations are stated clearly on the task sheet.

Feedback & Moderation

- A plan exists for how and when feedback will be given to students.
- If multiple teachers are marking, a moderation or standardization step is scheduled.
- Results will be recorded against the correct criterion for reporting.