

Plan	Analyse	Design	Develop	Deliver	Evaluate
A2 Plan online support arrangements – quality <ul style="list-style-type: none"> • help desk • website management • technical infrastructure • complaints, grievances • backup and recovery procedures • feedback and communication • support information AQTF 1 AQTF 6	B2 Describe assessment context <p>AQTF 8.1 (v)</p> <ul style="list-style-type: none"> • content area • theoretical/practical 	C2 Draft assessment tasks <p>AQTF 8.1 (vi)</p> <ul style="list-style-type: none"> • seven characteristics of authentic tasks • create learner-centred tasks • opportunities for peer and self-assessment • provide models of appropriate tasks • develop key competencies (communication, problem solving, teamwork, collaboration) • legal issues • information for learners regarding assessment requirements • validate tasks AQTF 8.1	D2 Write assessor Guides <p>AQTF 9.1</p>	E2 Conduct and manage the assessment process <p>AQTF 8.1 (i)(iii)(v)(vi) AQTF 9.3 (i)</p> <ul style="list-style-type: none"> • select/offer appropriate mode/s of assessment • access and equity issues AQTF 6.1 AQTF 2.1 <ul style="list-style-type: none"> • strategies for electronic management • recording assessment AQTF 4.1 AQTF 4.2 <ul style="list-style-type: none"> • where to store? plagiarism/security AQTF 6.3 <ul style="list-style-type: none"> • assess competency 	F2 Evaluate assessment process <ul style="list-style-type: none"> • was the information about assessment task sufficient? • clarity of task: did students need further information? • feedback from tutor AQTF 8 AQTF 9

Plan	Analyse	Design	Develop	Deliver	Evaluate
A3 Ensure staff have appropriate skills <ul style="list-style-type: none"> • identify and schedule professional development for staff developing and delivering (as required) • generic underpinning ICT skills AQTF 7	B3 Review current practice <ul style="list-style-type: none"> • What works well? • identify opportunities for improvement • identify opportunities for innovation (online) AQTF N/A	C3 Identify tasks suitable for RPL <p>AQTF 8.2</p>	D3 Professional development for teachers (as required) <p>AQTF 7.1</p> <ul style="list-style-type: none"> • (Just In Time) 	E3 Support learners <p>AQTF 9.3 (ix)</p> <ul style="list-style-type: none"> • provide support in accessing and submitting assessments AQTF 6.1 <ul style="list-style-type: none"> • provide feedback to learners AQTF 8.1(vii) <ul style="list-style-type: none"> • provide opportunities for learners to clarify task • inform learners of feedback/satisfaction procedures AQTF 1.9 (a)	F3 Evaluate assessment tools (software etc) <p>AQTF 8 AQTF 9</p> <ul style="list-style-type: none"> • evaluation of tools (ease of use, technical hitches etc)