

**UNIT REVIEW**

**EXTERNAL REFERENCING TEMPLATE**

**PART A:** Details provided by Macquarie University

**1- Details of Course, Course Component and Units**

**1.a Course/s or Course Component/s where the unit is core.**

|  |  |
| --- | --- |
| Course/s and/or Course Component/s Name & Code:(Use details from [Handbook](https://coursehandbook.mq.edu.au/)) |  |
| AQF Level of course:[*The Australian Qualifications Framework (AQF) Levels*](file:///C%3A//Users/mq20112304/Downloads/aqf-2nd-edition-january-2013.pdf) |  |
| Discipline / Field of Education: |  |
| Accreditation Body (if relevant): |  |
| Course Information:* Overview/description
* Course Learning Outcomes (CLOs)
* Course Structure
 |  |

**1.b. Unit** (Use details from the Handbook)

|  |  |
| --- | --- |
| Unit Name: |  |
| Unit Code: |  |
| Unit Level: |  |
| Unit Description: |  |
| Unit Learning Outcomes (ULOs): |  |
| CLOs mapped to the Unit: |  |
| Unit Guide*(attach link to the guide provided to students)* |  |

**2- Details of Assessment Tasks**

*(Please copy and paste this table as many times as required ,i.e. you will need a table for each of the assessments within the unit)*

|  |  |
| --- | --- |
| Assessment Task Description: |  |
| Weighting / Format / Length: |  |
| Assessment Criteria: |  |
| ULOs assessed in this task: |  |
| CLOs mapped to this task: |  |
| Other information |  |

|  |  |
| --- | --- |
| Assessment Task Description: |  |
| Weighting / Format / Length: |  |
| Assessment Criteria: |  |
| ULOs assessed in this task: |  |
| CLOs mapped to this task: |  |
| Other information |  |

|  |  |
| --- | --- |
| Assessment Task Description: |  |
| Weighting / Format / Length: |  |
| Assessment Criteria: |  |
| ULOs assessed in this task: |  |
| CLOs mapped to this task: |  |
| Other information |  |

|  |  |
| --- | --- |
| Assessment Task Description: |  |
| Weighting / Format / Length: |  |
| Assessment Criteria: |  |
| ULOs assessed in this task: |  |
| CLOs mapped to this task: |  |
| Other information |  |

**2.a- Please indicate for which of these assessments would you be providing samples for benchmarking?**

Please note:The number of samples provided is up to the Course Director/Unit Convenor’s discretion, including grades selected for referencing.

**2.b- Other supporting documentation**

* [MQ Assessment Policy](https://policies.mq.edu.au/document/view.php?id=17)
* [MQ Assessment Procedure](https://policies.mq.edu.au/document/view.php?id=277)
* Any other information provided to students setting out the assessment task.
* Samples of de-identified student work, if possible.
* Other *(to the Unit Convenor’s discretion)*

**3 - Macquarie Staff details**

|  |  |
| --- | --- |
| Unit Convenor Name: |  |
| Email: |  |
| Phone/other: |  |
| Course Director Name: |  |
| Email: |  |
| Phone/other: |  |

**PART B: Questionnaire:** To be completed by the academic staff engaged for external referencing.

**Section 1:** Course & Unit Learning Outcomes

**Section 2:** Assessment & Performance Standards

 **Section 3:** Other matters you wish to raise.

*Further guidance for academic staff engaged in external referencing, please go to the:* [*External Peer Review of Assessment: A Guide to Supporting the External Referencing of Academic Standards*](https://researchdirect.westernsydney.edu.au/islandora/object/uws%3A53024/)

*This resource explains the context of the questions, to guide your feedback, and offers resources to support further reading and reflection.*

**Section 1: Course and Unit Learning Outcomes**

###### Questions 1 and 2 ask the reviewer to focus broadly on the fit between the Unit Learning Outcomes (ULOs), Course Learning Outcomes (CLOs) and the AQF level of the unit being reviewed.

###### **Are the specified ULOs aligned with the relevant CLOs?**

* Yes
* Partially
* No

|  |
| --- |
| Comments/Suggestions |

1. **Are the ULOs appropriate for the level of the subject at this AQF qualification level?**
* Yes
* Partially
* No

|  |
| --- |
| Comments/Suggestions |

**Section 2: Assessment & Performance Standards**

Questions 3 to 6 ask the reviewer to look closely at the assessments’ alignment, performance standards, assessment methods, and grades awarded.

1. **Do the suite of assessment tasks enable students to demonstrate attainment of the ULOs and relevant CLOs?**
* Yes
* Partially
* No

|  |
| --- |
| Comments/Suggestions |

1. **Are the descriptions of the performance standards for the assessment tasks (e.g., the marking guide/marking criteria/assessment rubric/annotated work samples) appropriate for the specified ULOs and CLOs?**
* Yes
* Partially
* No

|  |
| --- |
| Comments/Suggestions |

###### **Are the methods of assessment capable of confirming that all relevant ULOs are achieved?**

* Yes
* Partially
* No

|  |
| --- |
| Comments/Suggestions |

Q.6 **Do the grades awarded reflect the level of student attainment?**

*The number of samples provided is up to the Course Director/Unit Convenor’s discretion, including grades selected for referencing.*

| Assessment benchmarked: *(refer to Part A – 2.a)* |
| --- |
|  |
| Sample A – * Too high
* Appropriate
* To low
 | *Provide rationale* |
| Sample B* Too high
* Appropriate
* To low
 | *Provide rationale* |
| Sample C* Too high
* Appropriate
* To low
 | *Provide rationale* |
| Sample D* Too high
* Appropriate
* To low
 | *Provide rationale* |

**Section 3: Other matters**Are there any matters not covered in Sections 1 and 2 that you wish to note?

|  |  |
| --- | --- |
| [ ]  Yes | [ ]  No |
| Comments/Suggestions |

## PART C: Reflections and Recommendations

To be completed by the reviewer

|  |
| --- |
| **General comments and reflections** |
|  |
| **Commendations (if applicable)** |
|  |
| **Recommendations (if applicable)** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

**Submission**

|  |  |
| --- | --- |
| Name of the Reviewer |  |
| Institution |  |
| Email address |  |
| Review completed on  |  |
| Reviewer’s signature |  |
| Date |  |