Completing the Validity Or Accessibility Check for Endorsement

Use this tutorial if you are completing the Validity Check for a piece of assessment. For demonstration purposes screenshots are from the validity checklist. Other than wording these lists are the same.

Instructions

1. You can view all the assessment items you have been assigned to in the Validity Checklist or in the Accessibility Checklist. You will also receive an email whenever a new assessment item is ready for your attention. This email will contain a link to the relevant checklist.

2. To view the assessment piece that has been written for each item click the 'Assessment Folder'. To begin the Validity process click the Edit button.

3. The checklist will appear at the side of the screen. You can open the assessment folder from this screen by clicking the 'Assessment Folder' button. C*lick* 'Continue' to begin working through the Checklist.

4. *Complete* the checklist by clicking the toggle button on each item to indicate that the assessment piece passes the attribute, you can use the navigation chevrons at the top of the page to progress through each attribute category. Once you have finished all criteria click the Complete button on the last page.

> ⓘ Note the comment box will only appear if a criteria hasn't been fully met, if all conditions are marked as acceptable the box will disappear.

Alignment

Alignment #1

The assessment instrument gives students the opportunity to demonstrate their understanding of the subject matter for the unit and topic.

Alignment #2

The assessment instrument gives students the opportunity to cover the required assessable objectives and performance-level descriptors of the ISMG.

Alignment #3

The assessment instrument addresses all assessment specifications.

Alignment #4

Stimulus items conform to syllabus specifications.

Alignment #5

Scaffolding aligns with the specifications in the syllabus.

Alignment Comment

Commenting is only available when one of the items is failing

5. You will get to a summary page and you must click the SAVE button, otherwise it will not process. This will take you to Step 6, which will ask you

Assessment... > Accessibility... > [The Arts]

Accessibility Checklist

[The Arts] Drama Y11 & Y12 2020 FA1

Transparency Passed ✓

Language Passed ✓

Layout Passed ✗

Bias avoidance Passed ✓

Overall Passed ✗

Save

to submit the task.

6. Once the check has been completed, the item's 'Validity Check Status' or 'Accessibility Check Status' will change to 'Ready for Submission'. *Click the submit button to submit the checklist.*

Master Status	[Mathematics] General Mathematics Y08 2019 FA1	Validity Check Status
Awaiting Validity Check ⏰	🗒 Assessment Folder ⏱ Edit Validity Checklist **Submit Validity Check**	Ready for Submission ⏰

7. A side panel will appear. The first time you are submitting a Validity Check or Accessibility Check it will ask to accept some permissions, click 'Continue'.

Home   Documents   Pages   Site contents   Endorsement Master List   Edit

🔍 Search Validity Checklist   + New   ✏ Quick edit   📊 Export to Excel   ⚙ Flow ∨   ⚙ PowerApps ∨   ...

Validity Checklist

Master Status	[Mathematics] General Mathematics Y08 2019 FA1
Awaiting Validity Check ⏰	🗒 Assessment Folder ⏱ Edit Validity Checklist Submit Validity Check

Run flow

Endorsement - Validity Assignee Send for CML...
Owners:

This flow will connect to:

SharePoint ✓ ...
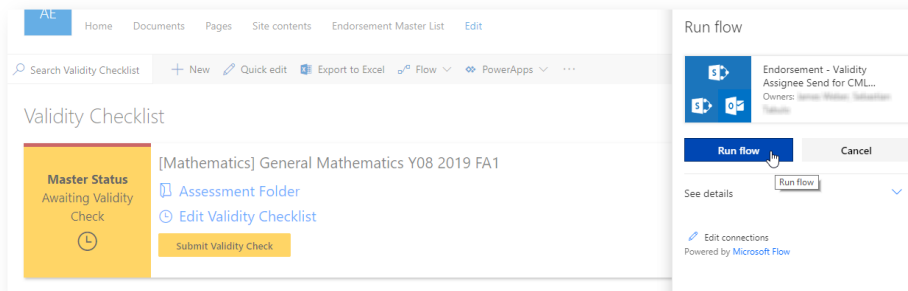View permissions

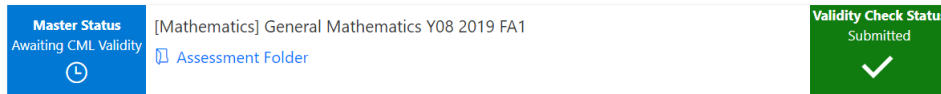Office 365 Outlook ✓ ...
View permissions

Continue

See details ∨

Powered by Microsoft Flow

8. On the next screen choose 'Run Flow'. This acts as a confirmation button and will need to be clicked every time you submit an item.

Once the check goes through the 'Validity Check Status' or 'Accessibility Check Status will change to 'Submitted'.

Related articles

Content by label

There is no content with the specified labels