Stage	Mapping activity	Evidence of assessment environment to review
1	Prepare a comprehensive list of all the assessments (formative and summative) which students currently have to undertake on the programme.	the percentage of marks derived from examinations; the variety of assessment methods; the volume of summative assessment, that includes: • the time-length of the exam • the word length for each assessment task • the percentage weighting attached to each assessment task • the number of pieces of assessment in each assessment type • where assessment tasks are undertaken by group the volume of formative assessment;
2	Revisit the LOs of the programme and question whether they are a valid reflection of the learning on the programme as well as whether the current course combination options enable students to meet these outcomes. This will also enable the programme team to check for gaps, inconsistencies and untapped synergies.	the explicitness of goals, criteria and standards; the extent of alignment of assessment with learning outcomes.
3	Identify more complementarities across different courses on the programme and allow members of the programme team to draw more links across courses in their teaching.	
4	Create a timeline of assessment deadlines – enabling the programme team to evaluate the spread of assessment throughout the academic year and make changes with a view to ensuring a balanced workload for students in the course of the academic year.	the timing of assessment the timing and volume of feedback