

Podcast assessment checklist

Podcasts are a complex assessment type to put together, so before you submit, there are a few things you should check.

1. Check your audio

Listen to your exported podcast file **from start to finish** to double-check that:

- the podcast has a clear and coherent structure
- the host(s) and guest(s) are audible and clear
- all of the content is relevant to the assessment requirements
- there are no awkward or long pauses of silence
- there are no editing mistakes where content has been cut off or repeated
- audio levels are consistent throughout the podcast (no sections are too loud or too quiet)
- any background music is quiet enough that the voice(s) can be heard clearly
- the length of the audio meets the assessment requirements.

If you notice any issues, go back to your editing software to address them. Then export a new file and repeat the checklist, listening to it again from start to finish.

2. Check your notes

Proofread your notes (if they are required for your task) to double-check that:

- all the required content has been included according to the assessment instructions (e.g. title, summary, credits, attributions, related sources, and references, etc.)
- the content is in the correct format according to the assessment instructions (e.g. citing and referencing style)
- the notes are free of grammatical and spelling errors
- links (if relevant) are working.

3. Check your files

Confirm the details of your files to double-check that:

- all files have an appropriate file name.
- all files are in the required formats according to the assessment instructions (e.g. .mp3, .wav etc. for audio, .doc for notes, etc.)
- if the audio file is being hosted on an external service (e.g. Google Drive, YouTube, or Panopto, etc.), the appropriate share settings have been selected so that your assessor can access and listen to your podcast.