**Checklist for writing**

1. Is the topic of the text to be produced accessible to the target candidates?

2. Is the language in the rubrics accessible to candidates at the target level?

3. Is the purpose of the task clearly indicated?

4. Does the task provide an opportunity for candidates to show their range?

5. Is each task within the word count? Is a word count provided?

6. Is a marking scheme provided?

7. Has a sample answer for each task been provided?