



## Supervision and verification – student record sheet

- All work that students submit for school assessment and external assessment must be their own, produced without undue assistance from other people or sources.
- For school assessments, teachers and students may use, or adapt, this record sheet. If used, these sheets are to be kept at the school until the end of the clerical check period.
- For external assessments that involve an investigation process, teachers and students must use this record sheet to record and authenticate each student's work. These sheets are also to be kept at the school until the end of the clerical check period.
- Please refer to the SACE Board's Supervision and Verification of Students' Work Policy.
- Teachers who are unable to verify that the final piece of work submitted for assessment is the student's own work must initiate a breach of rules action, through the SACE coordinator.
- Refer to Information sheet 3 and Form 2 for more information.

Subject

School

Name of student

Registration

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Name of teacher

Assessment task

Examples of stages of development	Teacher initials	Student initials	Date	Comments
Preparation and planning Student has: <ul style="list-style-type: none"> <li>• decided on the scope of the task, which is consistent with the requirements of the subject outline</li> </ul> Student has identified, as appropriate: <ul style="list-style-type: none"> <li>• possible focus questions, context, and/or outcomes</li> <li>• resources and data</li> <li>• the skills, activities, investigation/research methods, and/or processes required</li> <li>• the mode of presentation.</li> </ul>				
Student has communicated progress of work to the teacher				
Development as appropriate Student has: <ul style="list-style-type: none"> <li>• developed and gathered notes, appendices, and/or references</li> <li>• conducted any surveys, experiments, or other research</li> <li>• validated sources of information</li> <li>• analysed and/or evaluated findings and/or results</li> <li>• explained information from source material in their own words</li> <li>• acknowledged all information and ideas that are not their own</li> <li>• kept any quoted material to a minimum</li> <li>• drafted the report and/or presentation.</li> </ul>				
Student has discussed progress and/or results with the teacher				
Draft presentation Student has presented for feedback a draft that: <ul style="list-style-type: none"> <li>• meets the requirements of the subject outline (e.g. word count)</li> <li>• includes all relevant support material and references</li> <li>• Student has undertaken any revisions as appropriate.</li> </ul> Only one completed draft should be presented for feedback.				
Final presentation <ul style="list-style-type: none"> <li>• Student has presented the final piece of work.</li> </ul>				

# OFFICIAL

Signature of student

Date

Signature of teacher

Date