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](http://www.sace.sa.edu.au/documents/652891/91d6c2ae-1e6d-4d07-8c03-6abd619f1070?v=1).

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](https://www.sace.sa.edu.au/web/sace-operations/documents/information-sheets/breach-of-rules-information-sheet-03#title) and [Form 2](https://www.sace.sa.edu.au/documents/652891/705275/Breach+of+Rules+%28Form+02%29.doc/0ae2c862-931c-4f60-84ba-1c9368ff3ee7) for more information.

Subject School

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| Name of student Registration |  |  |  |  |  |  |  |

Name of teacher Assessment task

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| Examples of stages of development | Teacher initials | Student initials | Date | Comments |
| Preparation and planning  Student has:   * decided on the scope of the task, which is consistent with the requirements of the subject outline   Student has identified, as appropriate:  possible focus questions, context, and/or outcomes  resources and data  the skills, activities, investigation/research methods, and/or processes required  the mode of presentation. |  |  |  |  |
| Student has communicated progress of work to the teacher |  |  |  |  |
| Development as appropriate  Student has:  developed and gathered notes, appendices, and/or references  conducted any surveys, experiments, or other research  validated sources of information  analysed and/or evaluated findings and/or results  explained information from source material in their own words  acknowledged all information and ideas that are not their own  kept any quoted material to a minimum  drafted the report and/or presentation. |  |  |  |  |
| Student has discussed progress and/or results with the teacher |  |  |  |  |
| Draft presentation  Student has presented for feedback a draft that:   * meets the requirements of the subject outline (e.g. word count)   includes all relevant support material and references  Student has undertaken any revisions as appropriate.  Only one completed draft should be presented for feedback. |  |  |  |  |
| Final presentation  Student has presented the final piece of work. |  |  |  |  |

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| Signature of student |  | Date |  |
| Signature of teacher |  | Date |  |