# Government of South Australia LogoSACE Board LogoPlanning

Quality assurance within schools – audit tool for school leaders

Do teachers have opportunities to access a range of subject specific support?

|  |  |  |
| --- | --- | --- |
|  | Yes | No action required |
|  | No | Direct teachers to the relevant subject site on the SACE website |

Are teachers supported to develop assessment tasks that maximise student success?

|  |  |  |
| --- | --- | --- |
|  | Yes | No action required |
|  | No | Consider delivering a [Quality assessment workshop](https://www.sace.sa.edu.au/documents/652891/3381371/Quality+Assessment+Workshop+-+Presentation.pptx/66aee386-9c13-4188-829a-fb016021dc41) at your school, and making the [Quality assessment workshop booklet](https://www.sace.sa.edu.au/documents/652891/3381371/Quality+Assessment+Workshop+-+Booklet.docx/2814b104-c3ad-4fb9-a573-368b921aa725) available to all teachers. |

Have you considered reviewing existing assessment tasks?

|  |  |  |
| --- | --- | --- |
|  | Yes | No action required |
|  | No | Go to the [Task design evaluation template](https://www.sace.sa.edu.au/documents/652891/3381371/Task+Design+Evaluation+Template+-+Exemplar.docx/4d14ae03-89ed-42f2-89a9-15925d34b135) and the [assessment task review activity](https://www.sace.sa.edu.au/documents/652891/3381371/Assessment+Task+Review+Activity.pdf/0728ee59-661e-469c-892b-4febca7d45c8) |

Do teachers use the learning and assessment plan (LAP) addendum to document changes, as students’ learning needs change?

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| --- | --- | --- |
|  | Yes | No action required |
|  | No | Ensure that changes to approved LAPs are described in the addendum section and that changes meet subject outline specifications.  Changes to approved LAPs or additional plans developed from already approved plans, should be authorised by the principal or delegate and kept at the school. |

Does your school have a process for endorsing changes made to existing approved LAPs, or for endorsing additional LAPs?

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| --- | --- | --- |
|  | Yes | No action required |
|  | No | Develop a process for checking that changes made to approved LAPs still meet subject outline specifications.  Refer teachers to the [Stage 1 and Stage 2 LAP checklist for teachers](https://www.sace.sa.edu.au/documents/652891/cc7cf1e5-ec8d-41fb-9d8e-751cb3bdc983) |

Does your school have a process for maintaining copies of currently approved LAPs?

|  |  |  |
| --- | --- | --- |
|  | Yes | No action required |
|  | No | Develop a process of collecting, endorsing, and storing copies of currently approved LAPs. |

Are SACE policies, procedures, and guidelines understood and consistently implemented across the school?

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| --- | --- | --- |
|  | Yes | No action required |
|  | No | Consider using the [SACE assessment policies audit tool](https://www.sace.sa.edu.au/documents/652891/3381371/SRT+-+SACE+Assessment+Policies+Audit+Tool.docx/b2b16766-374a-486a-a81d-d2d1ecac0b76)  Refer to the [SACE policies, guidelines, and procedures](https://www.sace.sa.edu.au/about/policies)  Make the [SACE policies overview](https://www.sace.sa.edu.au/documents/652891/3381371/SACE+Policy+Overview.doc/4de5af21-33f0-408a-8d86-128f0f16242f) available to all teachers and students |

Does the school have a special provisions policy to support students to access the learning and assessment requirements of the SACE?

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| --- | --- | --- |
|  | Yes | No action required |
|  | No | Refer to [Special Provisions](https://www.sace.sa.edu.au/web/special-provisions) on the SACE website  (in particular, the [forms and information sheets](https://www.sace.sa.edu.au/web/special-provisions/teachers-schools/forms-information-sheets), and [support materials](https://www.sace.sa.edu.au/web/special-provisions/teachers-schools/support-materials)) |

Are teachers aware of SACE quality assurance processes and their responsibilities in assuring the integrity of school and external assessments?

|  |  |  |
| --- | --- | --- |
|  | Yes | No action required |
|  | No | Consider implementing a process to ensure teachers are aware of their quality assurance responsibilities.  You may use the [QA roles and responsibilities checklist](https://www.sace.sa.edu.au/documents/652891/3381371/QA+roles+and+responsibilities+-+Exemplar.docx/0981ee5f-2a0f-4f6a-b874-53ba4d8d7abc) for teachers exemplar as a guide. |