# Government of South Australia LogoSACE Board LogoConfirming

Quality assurance within schools – audit tool for teachers

Are supervision and verification processes in place to ensure students submit work that is their own?

|  |  |
| --- | --- |
|[ ]  Yes | No action required |
|[ ]  No | Refer to the [Supervision and Verification of Students’ Work Policy and Procedures](https://www.sace.sa.edu.au/documents/652891/91d6c2ae-1e6d-4d07-8c03-6abd619f1070)Refer to the exemplar [Supervision, verification and breach of rules – guidelines and exemplars for teachers](https://www.sace.sa.edu.au/documents/652891/722147/Supervision%2C%2BVerification%2C%2Band%2BBreach%2Bof%2BRules%2B-%2BGuidelines%2Band%2BExemplars%2Bfor%2BTeachers.doc/872d61d1-86e8-4614-9280-90b62b06f02e). |

Do you participate in confirmation activities before submitting final grades to the SACE Board?

|  |  |
| --- | --- |
|[ ]  Yes | No action required |
|[ ]  No | Refer to [Within-school quality assurance of school assessment – approaches and activities](https://www.sace.sa.edu.au/documents/652891/3381371/Models%2Band%2Bactivities%2Bfor%2Bwithin-school%2Bquality%2Bassurance.doc/11807c1a-6613-4e6a-a504-bfda1a9e6be2)  |

Do you check that final student assessment results submitted online are accurate?

|  |  |
| --- | --- |
|[ ]  Yes | No action required |
|[ ]  No | Consider developing a ‘buddy’ system for checking results that are entered online. |

Do you have a clear understanding of how to prepare and package materials for Stage 2 moderation and external assessment?

|  |  |
| --- | --- |
|[ ]  Yes | No action required |
|[ ]  No | Refer to:* [How to prepare and package Stage 1 and Stage 2 materials](https://www.sace.sa.edu.au/coordinating/admin/packaging-materials)
* [Information sheet 50 – results sheets, online submission, and materials collection Stage 2 final moderation](https://www.sace.sa.edu.au/coordinating/admin/information-sheets/50)
* [Information sheet 51 – results sheets, online submission, and materials collection Stage 2 external investigations](https://www.sace.sa.edu.au/coordinating/admin/information-sheets/51)
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Do you have a clear understanding of how to prepare, name, and submit student materials for online submission through Schools Online?

|  |  |
| --- | --- |
|[ ]  Yes | No action required |
|[ ]  No | Refer to [Online submission of materials](https://www.sace.sa.edu.au/teaching/resulting/online-submission) (This site includes a list of subjects for online submission, accepted file names and formats, tutorials, and FAQs) |

Are you involved in SACE marking and/or moderation panels (assessment panels)?

|  |  |
| --- | --- |
|[ ]  Yes | No action required |
|[ ]  No | Expressions of interest can be submitted online via [EOI form](https://www.sace.sa.edu.au/teaching/professional-learning/apply-for-a-panel#Expression-of-interest-form)For information refer to [Stage 2 assessment panels](https://www.sace.sa.edu.au/teaching/professional-learning/apply-for-a-panel). |