**GENERAL ASSESSMENT CHECKLIST**

for *all* year levels

When saving assessment documents, please complete the following:

* Save the document in the following format:

*First and Last name. Class. Assessment Name. Version* (use appropriate capitalisation)

* Add a header to the document that includes your name, class, and assessment

name

* Keep separate copies of all drafts containing teacher feedback, these will need

to be submitted with your final assessment

Make sure you have attached the following items in this order:

* Task sheet
* Criteria sheet
* Planning
* Drafts (maximum of two)
* Final copy of assessment

Make sure you have completed the following tasks:

* Checked the task and criteria to make sure you’ve completed the assignment correctly
* Clearly labelled plan, drafts, and final copy
* Your name is on ALL pieces of paper
* Teacher’s name is on the task sheet (Mrs Caesar)
* You have signed the declaration at the bottom of the task sheet
* You know when and where to submit your finished assessment