



Position Paper 2014: **DRAFTING**

A **draft** is a **preliminary version of a student response to an assessment instrument**. Students in our school, in most cases, are required to submit a draft prior to the final copy of an assessment task.

Submission of student drafts allows teachers to monitor student work and help students improve the quality of their responses. It is a formalised process whereby teachers provide students with **structured feedback**.

Teachers use the **objectives** and **instrument-specific standards** to help students identify areas to review and suggest strategies students might use to improve their work.

Drafting is a consultation process, not a marking process, and teachers generally do not award a standard for a work in draft form.

The drafting, feedback, review and modification process enables students to actively participate in their learning process.

Below are our guidelines for Drafting based on the:

Why- why do students draft?

What- what is a draft?

When- when are drafts set and due?

How- how are drafts monitored and checked?

for parents, students and staff.

Drafting

Drafting is a critical and compulsory stage in the preparation of assessment tasks. A draft should be consistent with the format, content and structural requirements of the final submission to enable feedback to be specific and meaningful and facilitate necessary amendments and improvements as required. Drafting allows teachers to 'diagnose' problems and issues and direct assistance and support accordingly.

Draft due dates are made clear at the time of handing out of assessment tasks and should be recorded on criteria sheets. These dates also appear on the Student Assessment Planner.

A draft is essentially the assessment task completed and prepared for feedback. The draft should contain all key elements of the task itself and address each of the specified criteria.

Teachers will advise of the subject specific requirements of a draft and discuss the number of drafts permissible in their respective key learning areas.

Drafting is a mandatory requirement in our school and this is reflected on our Student Assessment Planner where task handout, draft and final submission dates for assessment tasks are clearly indicated. Students are also expected to record draft due dates on assessment task criteria sheets and are also strongly advised to note these in their diaries.

Assessment task exemplars are often provided during the drafting process and students are encouraged to access these for additional guidance during their preparation.

Class time is often allocated for draft preparation and students are encouraged to seek feedback during this time when opportunities exist for verbal elaboration and detailed explanations from teachers.

Drafts are generally submitted around two weeks before the final submission is due to allow adequate time for teachers to provide feedback and students to make improvements and act on suggestions. Individual subject areas and teachers may accept early drafts and /or provide opportunity for reworking during the drafting process. Students should familiarise themselves with draft due dates and ensure they are recorded in their diaries and highlighted on the Student Assessment Planner.