

**Quality Assurance Checklist: Booklets (17/08/2023)**

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| **Criteria** | **RAG** | **Notes** |
| **Relevant AAD booklet non-negotiables** |  |  |
| 1. All text and images are in black & white or grayscale
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| 1. Start of lesson has a grey banner containing ‘Subtopic X – lesson title’.
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| 1. No date at the start of subtopics.
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| 1. All tasks and information are in Caliri size 12.
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| 1. All information is in boxes and tasks are in free space.
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| 1. Tasks are labelled “I do”, “We do” or “You do”. “You do” is the default.
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| 1. Alternatives to “I do”, “We do” and “You do” ARE NOT used.
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| 1. Each subtopic contains 400 – 600 words of guided reading.
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| 1. Areas for writing should have a blank white background.
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| 1. Lines for writing on should be dots not soldi lines.
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| 1. Any images copy and pasted or ‘snipped’ should have perfect clarity (not pixelated etc).
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| 1. Definitions need to come from the specification or a textbook.
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| 1. Line spacing is 1.5 lines.
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| 1. All questions have answers provided on the space allocated for students’ answers.
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| 1. Answers can be removed easily (they are images or in text boxes).
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| **I wasn’t there but I still care** |  |  |
| 1. The task covers the salient points of the previous sub-topic.
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| 1. Page numbers for textbooks are given where a textbook is required.
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| 1. The tasks can be completed independently.
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| **Procedural knowledge** |  |  |
| 1. For each procedure / process, a worked example is included.
 |  |  |
| 1. The steps in the process are clearly shown and explained.
 |  |  |
| 1. At least one example question is provided as an ‘I do’.
 |  |  |
| 1. At least one example question is provided as a ‘We do’.
 |  |  |
| 1. There are a large number of questions for students to complete as ‘You do’. Five would be expected for words / lengthy answers. Ten or more for other cases.
 |  |  |
| 1. The difficulty of ‘You do’ questions increase incrementally.
 |  |  |
| 1. All questions have answers provided in the spaces allocated for student’s answers.
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| **Procedural knowledge - equations** |  |  |
| 1. For each procedure / process, a worked example is included.
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| 1. The steps in the process are clearly shown and explained.
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| 1. Questions are ‘blocked’.
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| 1. There is one block for each form of the equation.
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| 1. Each block has one question labelled as ‘I do’.
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| 1. Each block has one question labelled as ‘We do’.
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| 1. Each block has a large number of questions for students to complete as ‘You do’. There should be a minimum of ten ‘You do’ questions.
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| 1. The difficulty of ‘You do’ questions increase incrementally.
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| 1. All questions have answers provided in the spaces allocated for student’s answers.
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| 1. There are at least ten interleaved questions separate to the blocks.
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| 1. There are at least five questions interleaved with questions related to prior learning (separate to the blocks and other interleaved questions).
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| 1. No more than three exam questions are included.
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| **Declarative knowledge** |  |  |
| 1. At least ten questions are included that address key facts and ideas (technique 1 – spacing and slightly varied repeat).
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| 1. Each key piece of information is addressed in at least two questions whose format is slightly varied.
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| 1. Questions using two techniques out of ‘contrasting concepts’, ‘if it didn’t’ or ‘wrong answers’ are included.
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| 1. Contrasting concepts – One question is labelled as a ‘I do’.
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| 1. Contrasting concepts – One question is labelled as a ‘We do’.
 |  |  |
| 1. Contrasting concepts – A minimum of five questions are included and labelled as ‘You do’.
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| 1. If it didn’t – One question is labelled as a ‘I do’.
 |  |  |
| 1. If it didn’t – One question is labelled as a ‘We do’.
 |  |  |
| 1. If it didn’t – A minimum of five questions are included and labelled as ‘You do’.
 |  |  |
| 1. Wrong answers – One question is labelled as a ‘I do’.
 |  |  |
| 1. Wrong answers – One question is labelled as a ‘We do’.
 |  |  |
| 1. Wrong answers – A minimum of five questions are included and labelled as ‘You do’.
 |  |  |
| 1. A sequence of questions utilising interleaving with prior learning are included. **Learning from other topics is preferred.**
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| 1. A maximum of three well chosen exam questions are included.
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| 1. All questions have answers provided in the spaces allocated for student’s answers.
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| **Guided reading** |  |  |
| 1. A 400 - 600 word text is included.
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| 1. The text describes concepts clearly and without misconceptions.
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| 1. Tier 2 and 3 words are included where relevant.
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| 1. Terms consistent with other parts of the course are used (e.g. energy stores and pathways).
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