**CONFIRMING — EXTERNAL ASSESSMENT COMPONENT**

**Notes on Supervision and Verification**

Teachers and students are advised to refer to the information in Supervision and Verification of Student Work and must use the record sheet to record and authenticate each student’s work. These sheets are to be kept in the school until the end of the clerical check period in February 2016. A teacher who is unable to verify that an investigation, or part of an investigation, is the student’s own work must submit a completed report of potential breach of rules to the SACE Board, through the school’s SACE/NTCET coordinator.

**Notes**

* The investigation report must be submitted on white A4 paper. It must be stapled at the top left-hand corner. It may be handwritten or word-processed.
* The school number and students’ SACE registration numbers must be used instead of school and student names.
* Each page must include the student’s SACE registration number.
* Teachers must not put any comments, ticks, corrections, or results information on students’ work.
* The teacher’s result must not be revealed to the student.