What are drafting materials?
In preparation of an assignment students may be required to engage in a drafting process. Drafting materials used in this process include materials such as flowcharts, concept maps, process development tasks, written outlines or plans to their teacher.

The Drafting Process:
The purpose of viewing drafting materials is to provide them with feedback so that they have the opportunity to improve their response.

The drafting process is a consultation process, not a marking process. Teachers will not award a notional result or level of achievement for the criteria for drafting materials.

Feedback will guide the student to reflect on strategies they might use to refine their work. Students are expected to refer to the task-specific criteria sheet to assist in identifying the areas that need review and editing. Students, in all year levels, are expected to show increasing independence in the preparation of assignment responses as the school year progresses.

Teachers may choose to discuss the student’s approach to the task individually or as whole class information depending on the nature of the task.

What sort of feedback may be provided?
In providing feedback, teachers will indicate aspects of the response which need to be improved or developed in order to meet the criteria. Students may be advised to:

- consider other aspects of the text/question/task
- work on their role as writer/speaker/performer/creator and show more awareness of the audience/design challenge
- give priority to the most important points by rearranging the sequence and structure of ideas
- engage in further research, analysis and synthesis of ideas to increase the depth of the response
- re-format the response to adhere to the correct conventions of the genre

Teachers may:
- indicate some textual (spelling/punctuation/grammar) errors and indicate that the drafting materials require more careful editing — they will not correct or edit all the textual errors in the drafting materials
- provide some written feedback in relation to the criteria and standards on drafting materials
- provide a summary of feedback and advice to the whole class
- use any drafting materials as evidence for assessment in the event that the final task is not submitted on or before the due date

How much drafting materials may be reviewed by teachers?
In Years 8-11 a maximum of two sets of drafting materials may be submitted for teacher feedback.
In Year 12 there is a greater expectation by the Queensland Studies Authority that work submitted is essentially that of the student. Therefore, only one set of drafting materials may be submitted and the feedback provided by teachers will be more general in nature. It is not expected that individual errors will be corrected but general comments about the nature of the review that is required by students will be provided.

**Failure to submit drafting materials of a satisfactory standard**

At any stage of the assignment preparation process students may be given detentions to complete work should drafting materials not be submitted when required or where they are not completed to a satisfactory standard.

Where due dates for drafting materials are set and these dates are not met, students will be given a letter informing parents/caregivers of this. They must either hand the completed materials in to the office by 8:30am the following morning or attend an after school detention the following day where the work will be completed. A copy of the letter will be filed by the Year 8/9 or Year 10/11/12 Coordinator who will monitor the student’s assessment across the curriculum and where necessary, call a meeting with the student and their parent/caregiver.

**Submission of assessment**

Following the drafting process will ensure that all students have their assignments completed to the best of their ability and **submitted on or before the due date**.

In the event that the response to the assessment task is not made available on the due date, drafting materials may be used as evidence for assessment purposes.

For more information see *St Mary’s College, Assessment Procedures, Submission of Assessment*.

These procedures are consistent with QSA policies on *Late Submission and Non-submission of Student Responses to Assessment Instruments in Authority and Authority-registered Subject Statement*.

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