

**Student File Check**

**Name: …………………………………………….**

**Subject: ………………….…………………..…….**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Check number** | **Date of checking** | **Checkers****Initials** | **Handouts****present** **Y/N** | **Worksheets completed****Y/N** | **Work well organised****Y/N** | **Class work checked****Y/N** | **Evidence of use of VLE****Y/N** | **Evidence of independent study****Y/N** | **Score**5 - Excellent 4 - Very good 3 - Okay 2 - Needs some work 1 - Needs a lot of work |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |

Comment

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Peer assessed file check

In the Course booklet or handout at start of term, we should give students details of what we expect of their subject file/s (eg. Different file for Module 1 & 2, file dividers for each subunit, section for independent learning – internet articles etc)

Students should be aware that a file check will take place in the first 5-6 week and that some files will be seen by subject lecturers if they appear to need help in organising their work.

In the first or second week of October, pair students up and give them the front cover for the File Check, these will be hole punched and eventually end up in the front of their files.

Students given 5 -10 minutes approximately to check each others file and complete file check sheet (Tutorial / lesson time or an activity to be done in their own time)

Collect in file File Check sheets record score on VLE or Markbook. If a file is deemed to be 1, 2 or 3 give the student a follow up review date

**Handouts Present:**

Are there missing handouts, (e.g. student absent – did they copy up)

**Worksheet completed:**

Are there worksheets where work as not been completed?

**Work well organised**

Is the file split up into logical sections, are handouts in the correct place? etc

**Classwork checked**

Has he student corrected/ ticked off work gone over in class?

**Evidence of VLE use.**

Is this documentary evidence that the student used the VLE to obtain answers for questions, revision exercises, access other materials?

**Score**

5 - Excellent

4 - Very good

3 - Okay

2 - Needs some work

1 - Needs a lot of work

Criteria: Presentation of written work, logical presentation of calculations and structure of written work.