

Rough Copy Policy – Using a Process Diary

- * Students are not required to compile a set of neatly presented notes which summarise the facts needed for recall in knowledge tests as has been common in the past.
- * They are expected to read the concise notes in the text and confirm their understanding by answering the questions supplied.
- * Study for the knowledge exams can be efficiently undertaken by revising the text and the homework items that have been completed.
- * Students are to use a process diary known by students at our school as 'rough copy'. Rough copy is a class workbook that is used by the students to undertake the many small tasks that a teacher designs for the lesson so that students are constantly engaged.
- * Tasks are designed so that students are able to demonstrate their understanding. Teachers can easily access information during a lesson that will allow them to advise individuals about improvements they can make.
- * When a parent views this book it may well look like a jumble of poorly prepared items. To the trained eye of a teacher it clearly shows a track of learning.
- * Students should also be able to review these efforts each night and retrace the thinking that they undertook during class. Despite its name, it is a very valuable tool.
- * Rough copy must employ some structure. Students are expected to include headings and notations that will assist them recall and go over the task at a later date.
- * Class time is spent doing skills related practical work and engaging with the teacher about subject matter.
- * Home time is needed to reinforce and extend classroom learning – without a willingness to do this, students cannot expect to achieve their potential.