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| **Alternative Evidence Gathering Template – Internal Assessment** |  |
| These templates must only be used to record student achievement and report results where remote assessment is the only practical option and the collection of direct assessment evidence from students has not been at all possible. ‘Alternative Evidence’ is student evidence for internally assessed standards that has been seen or heard within the teaching and learning programme. These templates do not signal a reduction in what is accepted for each grade, but rather a means of summarising evidence for reporting. These templates must be viewed in conjunction with the standard and assessment advice forwarded to schools to ensure that valid, credible and reliable assessment and learning has occurred before the standard is awarded. While physical evidence of student work does not need to be attached, the assessor decisions made must also be verified internally before reporting results. |  |
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| Student ID | Student 1 | Subject | Generic Technology  | Level | 2 |
| Notes |  | Standard No. | 91355  | Version | 3 |
| Standard Title | Select and use planning tools to manage the development of an outcome.  | Credits | 4 |
|  |  |  |
| **Achieved** | **Merit** | **Excellence** |
| Select and use planning tools to manage the development of an outcome.  | Select and use planning tools to effectively manage the development of an outcome.  | Select and use planning tools to efficiently manage the development of an outcome.   |
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| **Key requirements (list):** | A | M | E | **Describe or attach the evidence considered.**  | **Explain how the judgement was made.** |
| Selecting planning tools informed by a review of existing planning tools.  |[ ]   |  |  |  |
| Using selected planning tools to set achievable goals, establishing resources required and determining critical review points.  |[ ]   |  |  |  |
| Managing the development and reviewing progress as planned to ensure completion of an outcome.  |[ ]   |  |  |  |
| Selecting planning tools informed by an analysis of existing planning tools.  |  |[ ]   |  |  |
| Reviewing progress at critical review points to revise and/or confirm goals, resources and planning tools to ensure completion of an outcome.  |  |[ ]   |  |  |
| Ongoing reflection on goals, resources and planning tools to optimise time and material use to ensure completion of an outcome.  |  |  |[ ]   |  |
|  |  |  |  |  |  |
| **Sufficiency statement** | **Internal Verification**  |
| Achievement | All of A is required [x]  | Assessor: Date:  |
| Merit | All of A and M is required [x]  | Verifier: Date:  |
| Excellence | All of A, M and E is required [x]  | Verifier’s school:  |
| MARK OVERALL GRADE | N [ ]  | A [ ]  | M [ ]  | E [ ]  | Comments:  |

For the purpose of national external moderation:

* only six WORD templates are required where available
* samples are not required to be randomly selected
* there should be one each of N, A, M, E and up to 2 others
* descriptions of evidence and explanations of judgements are not required for all other students, and a spreadsheet may be used.