



## Subject Learning and Assessment Review (SLAR) Meetings

### Facilitator Checklist

I met with the Principal to discuss the practicalities of the SLAR meeting.	<input type="checkbox"/>
I discussed how and when I can use the two hours to prepare for the SLAR meeting with the Principal.	<input type="checkbox"/>
I identified a suitable date and venue for the SLAR meeting with the Principal.	<input type="checkbox"/>
I collected samples of work from each teacher.	<input type="checkbox"/>
I developed a running order for the SLAR meeting.	<input type="checkbox"/>
I reviewed my role as facilitator using the Facilitator's Guide.	<input type="checkbox"/>
I have made any necessary arrangements in relation to the room set-up for the meeting e.g. technology, equipment, copies of samples, where relevant.	<input type="checkbox"/>
At the end of the SLAR meeting, I recorded the decisions made and generated a report of the meeting.	<input type="checkbox"/>
I asked teachers if they wished to contribute some student work to a bank of examples for future use.	<input type="checkbox"/>
I have completed and submitted the Facilitator's Report to the Principal (s).	<input type="checkbox"/>

This checklist may be useful in supporting the Facilitator's role in the SLAR process. It is not exhaustive or prescriptive.