HUTCHINS

ESTABLISHED 1846

To be reviewed 2017

Criterion 1: Fulfil academic expectations				
Components:	*Excellent (E)*	*Good (G)*	*Satisfactory (S)*	*Unsatisfactory (U)*
Complete work expectations	I always complete work to the best of my ability, within set guidelines and on time. I present work with a high standard of pride and care and it demonstrates outstanding attention to detail	With few exceptions, I complete work to the best of my ability, within set guidelines and on time. I create and present my work with pride and care.	I usually complete work to the best of my ability, within set guidelines and on time. I usually create and present my work with pride and care.	I frequently do not complete set work to the best of my ability and within set guidelines and am often late. I frequently do not present my work with pride and care.
Demonstrate academic integrity	I fully acknowledge my information sources and reference my assignments using the Guides provided in the School Libraries or in the Student Diary.	I acknowledge my information sources and reference my assignments using the Guides provided in the School Libraries or in the Student Diary.	I usually acknowledge my information sources and reference my assignments using the Guides provided in the School Libraries or in the Student Diary.	I frequently do not acknowledge my information sources nor reference my assignments using the Guides provided in the School Libraries or in the Student Diary.
Demonstrate responsible use of digital devices	I promote by example the 'acceptable use' policy and always act with integrity when using digital devices.	I follow the 'acceptable use' policy and act with integrity when using digital devices.	I usually follow the 'acceptable use' policy and act with integrity when using digital devices.	I often do not follow the 'acceptable use' policy or act with integrity when using digital devices.

Criterion 2: Manage my learning				
Components:	*Excellent (E)*	*Good (G)*	*Satisfactory (S)*	*Unsatisfactory (U)*
Planning my learning	I independently set goals, create and follow work routines and can modify these plans to meet changed circumstances.	With occasional assistance I set goals, create and follow work routines and modify these plans to meet changed circumstances.	I set some goals and usually follow work routines but need considerable help to create and modify them.	I rarely set goals and find it difficult to plan a sequence of steps to complete pieces of work.
Reflecting on my learning	I have a continuous desire to improve and assess my own performance and learning strategies/habits and identify possible improvements.	I am generally positive in my desire to improve and assess my own performance and learning strategies/habits but need help to identify possible improvements.	I wish to improve but am inconsistent in my application and need and seek assistance to assess my own performance and learning strategies/habits and identify possible improvements.	I show little desire to learn and always rely on others to assess my performance and strategies/habits and suggest improvements, but rarely act on these suggestions.
Working independently, once instruction and guidance has been provided	I can work independently when required in all situations and willingly accept responsibility for my learning.	I work independently on most occasions and accept responsibility for my learning.	I can work independently when interested in the task or when directed.	I need constant direction and encouragement.

Criterion 3: Make the appropriate effort				
Components:	*Excellent (E)*	*Good (G)*	*Satisfactory (S)*	*Unsatisfactory (U)*
Persistence and determination	I always try as hard as possible and stick at it even when I find it difficult.	I usually try hard and usually stick at it even when I find it difficult.	I usually try but often give up during difficult work.	I make little effort and quickly give up without constant help.
Preparing for lessons	I always bring required texts, materials, and equipment to class.	With few exceptions, I bring required texts, materials, and equipment to class.	I usually bring required texts, materials, and equipment to class.	I frequently do not bring required texts, materials, and equipment to class.
Interest and enthusiasm	I am always ready and motivated to learn by being punctual, attentive in class, eagerly participating, curious and contributing positively.	I am ready and motivated to learn by being punctual, usually attentive in class, eagerly participating, curious and contributing positively.	I am usually punctual, ready and motivated to learn, and sometimes curious but can sometimes be distracted.	I am often late, not ready or motivated to learn and need constant reminders to be attentive.

Criterion 4: Collaborate with others

Components:	Excellent (E)	Good (G)	Satisfactory (S)	Unsatisfactory (U)
Building working relationships	I initiate and develop positive relationships, demonstrate a wide range of social conventions and avoid and/or resolve conflicts easily. I listen with empathy and understanding.	I create and maintain positive relationships, demonstrate a range of social conventions and avoid and/or resolve conflicts easily. I usually listen with empathy and understanding.	I usually create and maintain positive relationships, demonstrate a number of social conventions and usually avoid and/or resolve conflicts easily. I sometimes listen with empathy and understanding.	I find it difficult to develop positive relationships, demonstrate social conventions and avoid and/or resolve conflicts.
Working in teams	I am a constructive and decisive member of a group who helps and encourages others spontaneously.	I am a cooperative and effective member of a group but occasionally lack the confidence to help others.	I can cooperate with members of a group but occasionally need guidance. I help others when the task interests me.	I find it difficult to recognise the need to cooperate with others and I do not always recognise when others need help.
Leadership and initiative	I show leadership and initiative in helping to maintain positive working relationships.	I sometimes show leadership in helping to maintain positive working relationships.	I usually behave in a way that helps to maintain positive working relationships.	I often fail to help in maintaining positive working relationship.

Criterion 5: Contribute to the conduct of the class

Components:	Excellent (E)	Good (G)	Satisfactory (S)	Unsatisfactory (U)
Courtesy, consideration and thoughtfulness	I always demonstrate high standards.	With rare exceptions, I demonstrate high standards.	I maintain an acceptable level with only occasional lapses.	I seldom understand the need to be courteous, considerate or thoughtful.
Contributing to a positive learning environment	I enhance the learning environment by offering up my learning for the benefit of others by willingly assisting them and, without prompting, answering questions, participating in discussions, reading aloud, performing, and demonstrating initiative.	I help create and maintain a positive learning environment by such things as listening attentively and participating appropriately in activities.	I usually assist in maintaining a positive learning environment.	I often fail to help in maintaining a positive learning environment.