

PART III Communicating Assessment Results

Chapter 10 Record Keeping: The Foundation of Effective Communication

Chapter Focus

Good Records Underpin Good Communication

- 1. Keep Records by Achievement Target*
 - 2. Keep Records According to Purpose*
 - 3. Keep Accurate Records*
 - 4. From Records to Useful Information*
- Record Keeping Illustrated*

Summary: Going for the Record

Practice with Chapter 10 Ideas