

# Cautions for Preparing each Task for Submitting to GACE

## Have you done the following?

For each Task, I have - - -

- **-remembered** that this Task is the way I am showing that I can meet the Seven Standards of Teacher Leadership. In each Task report, I am giving a clear example of how I, as a Teacher Leader, worked with my colleagues on a Task to improve education
- **-understood the overall purpose of the specific Task I am writing about in terms of the teacher leadership skills** that are required, that I am trying to demonstrate, and that I need to write about

For each Prompt, I have - - -

- **-remembered that adult learning and how I facilitate the work of my adult colleagues will be foundational** in all of my writing
- **-accessed the Library of Examples for the Task I am working on**, read the examples of strong and weak responses, noted the scores for weak responses, and used those big ideas in my writing. **I WILL NOT UNDERESTIMATE THE VALUE OF READING AND LEARNING FROM THESE EXAMPLES.**
- **-written so that the reader understands to which prompt I am writing.** For a textbox with more than one prompt, (for example, prompts a, b, c, and d), I have used those letters to identify that part of the response (see examples in Library of Examples).
- **-read the prompt** carefully, noticed each important word, and written so that I answer the question
- **-looked at the rubric for that prompt** to be sure I have provided the required evidence
- **-used evidence that is specific and detailed.** I have written using specific language rather than general.
- **-used my artifacts.** If I have artifacts for that Task, I have clearly referred to them within one or more textboxes, and they serve as evidence to support my responses.