



Federal Education Instruction No 39

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Marking of administration workbooks

1.0 Preamble

- 1.1 It has been noted that various methods are being employed that are not standard practice, involving the marking of Administration workbooks.
- 1.2 As there are no protocols or practices in written form in place, this Instruction is to inform all Groups of what will, and will not be accepted in the marking of Administration workbooks.
- 1.3 These practices are not new, however over time it appears that marking procedures have been relaxed, with some Squadrons marking the Administration workbooks themselves with an inconsistent standard of marking employed.
- 1.4 To ensure that marking between Squadrons is consistent and maintains a set standard, all Squadrons must submit the Administration workbooks for marking to their GEC/GEO/REO.

2.0 Procedure

- 2.1 The Administration workbook must be sent to their GEC/GEO/REO before any assessment papers are sent out. Failure to comply with this will result in a delay of assessments being sent out.
- 2.2 During the current COVID-19 crisis with reduced mail delivery by Australia Post, Squadrons may wish to scan or photograph the workbooks with mobile devices (e.g. smart phones) to ensure timely processing and reduce postage costs. Your GEC/GEO/REO can provide guidance in this.

3.0 AAL Manual

- 3.1 This information will be incorporated into Section 16 of the AAL Manual.

Comr. D. Grinter
Federal Education Commissioner