**Activity 3:**

**Reviewing policy headings**

An example list of draft headings and sub-headings has been provided to you as ***Handout Ideas – Policy and Procedure for an assessment system.***

Each participant is asked to review the list and identify:

* What is different from the list that you created in Activity 2?
* Any item that is unnecessary and could be removed or combined;
* Any item that is out of place; and
* Any item that is missing and could be included.

Be prepared to discuss your suggestions with the workshop by providing your comments in the chat box.

**Notes:**