



Guidelines for electronic submission of project materials and associated forms

Materials from AGQTP projects may be uploaded to the Resources page of the Association of Independent Schools NSW Professional Development website: www.aisnsw.edu.au/pd/resources
To facilitate this process and to ensure that materials are in an appropriate format the following details are provided.

All project materials are to be submitted electronically in digital format. Please do not fax in any project materials or include materials in the body of an email. The best way of submitting files is by transferring to CD and sending by post. Please be aware that excessive email file attachment size may be inappropriate for your school and the AIS network.

Project Materials include:

- Interim and Final reports
- Resources such as teaching programs, units of work and lesson plans and proformas for lesson observations
- Examples of student work (can be scanned if in handwritten form)
- Photos, videos and audio recordings
- Blogs, Wikis etc
- Other relevant materials related to the project

Preferred Formats include:

- Text - .doc or .pdf
- Image - .jpeg, .tiff or png
- Audio - .mp3
- Video - .mov, .avi, .wmv or mp4

Associated forms

Forms such as copyright clearance forms, permission to publish, permission to film student etc. can be posted to **Pam Bagshaw at Level 12, 99 York Street, Sydney 2000** along with the electronic materials.

Please see inclusions list on the AGQTP Final Report for further information.