

Unit Planner Checklist

Use this checklist to verify a unit plan is complete before you start teaching. Pairs with the Unit Planning Template.

Inquiry

- Key concept is identified and clearly stated.
- Related concept(s) are relevant to the subject group.
- Global context and exploration are named.
- Statement of Inquiry combines concept(s) and context in one transferable sentence.
- At least one factual, one conceptual, and one debatable inquiry question are written.
- Every inquiry question traces back to the Statement of Inquiry.

Action

- ATL (Approaches to Learning) skill focus is identified.
- Learning experiences and teaching strategies are outlined.
- Formative assessment checkpoints are planned across the unit.
- Summative assessment task(s) are mapped to specific assessment criteria.
- Differentiation and inclusive access arrangements are documented.
- Required resources are listed and available.

Reflection

- Prior-to-teaching reflection is completed (what worked before, what to adjust).
- A plan exists for during-teaching reflection (ongoing observation notes).
- Space is reserved for after-teaching reflection once the unit concludes.