01 CONTROL BEFORE DELIVERY

THE LAST-MILE QUALITY CHECK

BEFORE IT REACHES STUDENTS

Catch the mistakes in AI-generated teaching materials before they reach a real classroom.

- 12 non-negotiable checks
- 3 worked repairs
- Printable tools

LESSON PLANS
HANDOUTS · QUIZZES · RUBRICS · FAMILY MESSAGES

✔
REVIEW
REPAIR
RELEASE

START HERE

A toolkit for the last mile

A dependable output is not the same as a convincing-looking one.

A polished AI draft can still contain a wrong answer, a nonexistent citation, an inaccessible task or an inappropriate message. This toolkit helps you make the final professional review **visible, repeatable and quick to start**.

12

Quality checks

Run a consistent review across safety, truth, pedagogy and accessibility.

03

Worked repairs

See realistic problems in a science handout, math quiz and family message.

03

Reusable printables

Fast-pass scorecard, issue log and claim-verification sheet.

05

Targeted review prompts

Ask an approved AI tool to reveal possible defects, not to certify itself.

READ BEFORE USING

Human judgment stays in charge

This toolkit is a review aid, not a compliance certification or a substitute for subject expertise, school approval, data-protection procedures, safeguarding advice or required accommodations. The educator remains responsible for what is shared.

All scenarios are invented for training. Do not paste identifiable student, parent, staff or safeguarding information into an unapproved AI service.

02 / THE 12 CHECKS

The master review map

Four kinds of risk. One visible decision.

Use **PASS / FIX / N/A** on the printable. Any unresolved STOP item means the output is **not ready**, whatever the other checks say.

CHECK	GATE	WHAT GOOD LOOKS LIKE
01 **Data & approval**	STOP	No unapproved personal or confidential data.
02 **Safety & suitability**	STOP	No unsafe instructions or distressing material.
03 **High-stakes boundaries**	STOP	No automated consequential decisions.
04 **Facts & currency**	VERIFY	Claims reflect reliable, current knowledge.
05 **Sources & rights**	VERIFY	Sources exist, are relevant and may be used.
06 **Numbers & keys**	VERIFY	Math, scoring and answers are correct.
07 **Learning alignment**	TEACH	Activities actually meet the objective.
08 **Thinking demand**	TEACH	Learners do meaningful reasoning.
09 **Clarity & timing**	TEACH	Instructions, examples and duration work.
10 **Accessibility**	INCLUDE	Usable by learners with different needs.
11 **Bias & context**	INCLUDE	Fair examples, assumptions and language.
12 **Human sign-off**	RELEASE	Final review, policy and disclosure complete.

NOT A CERTIFICATION

A checklist is a decision aid

A PASS records a reviewer's judgment, not an independent guarantee. For sensitive issues, consult the appropriate school specialist.

04 / ARTIFACT-SPECIFIC

Lesson plans & handouts

The universal checklist stays the same. Add these checks for each material type.

01 LESSON PLANS

- [ ] Outcome, task, formative check and assessment point to the same skill.
- [ ] The pacing includes transitions, feedback and realistic adjustment time.
- [ ] The activity does not assume equipment, connectivity or material you lack.
- [ ] Students make an observable attempt rather than only watching AI output.
- [ ] Support and extension are usable, not stereotypes about ability.

02 STUDENT HANDOUTS

- [ ] Every factual statement, diagram label and caption has been checked.
- [ ] Reading load and directions suit learners in this class.
- [ ] Answer space, print contrast and page breaks are practical.
- [ ] Links, QR codes and external tools lead to approved destinations.
- [ ] Instructions never tell students to disclose personal information.

USEFUL QUESTION

Could I hand this to a learner **without needing to explain away a hidden error?**