
Ask your documents. Follow the evidence.

How can an answer stay connected to information I can inspect?

Use authorised information. Keep personal records in your own controlled workspace.

Document owner and authority

Date and version

Readable text and contextual chunks

Retrieval permission check

Question and candidate passages

Supported answer or visible gap

Exact source location

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Ask your documents. Follow the evidence. · [Web edition](#)

Use the example. Then test your own.

INVENTED TEACHING EXAMPLE

An old exception does not become current policy

Current synthetic policy: standard rail fare is reimbursable for approved business travel. An older memo permits premium fares during a disruption. The answer must not combine them into a current entitlement. A question about an accessibility exception remains unanswered if no applicable passage is supplied.

Before treating this as evidence

Record the real inputs, source version and acceptance rules. Compare observed outcomes with the requirement. Keep unknowns and failure consequences visible.

What did you observe?

What remains unknown?

What will you do next—and who owns it?

Method and references: [the web edition's sources and scope](#). This is a practical editorial worksheet, not a certification or validated assessment instrument.