

Winter 2017-18

Dear Course Conductors,

The marking grid (Excel spreadsheet) can be downloaded in Excel onto your phone, tablet, or PC, or it can be printed off of the “ME Requirement” sheet. This Excel marking grid may be used when providing a complete or module evaluation to a group of 1-8 Candidates. Each Candidate will have a personal page which will identify whether the Candidate has obtained Meet Expectation (ME) or Need Improvement (NI).

Prior to starting, please check the National Website to ensure that you are working with the current version. You can check which version you are using by looking in the top left-hand corner on the “Overall” page to see which version you have.

Let's get started:

There are three main parts to this marking grid:

- **Overall**-green tabs (location, your name, date, Candidate name),
- **ME Requirements** – blue tabs (describes what is required to ME for each line),
- **8 x Candidate** – red tabs (Candidate's overall page).

Part 1:

Once you have opened the document you will want to save it under a new name. (Evaluation Level, Complete or Module, Date, Location)

File -> Save As -> Level 1 Complete November 25, 2017 Sun Peaks

Starting with the first tab labeled, **Overall** (green tab), you will need to type in the following:

- location of the evaluation
- your name by Course Conductor
- date of evaluation
- each of the Candidate's names per numbered row.

At the top right-hand corner, you will see a box with Complete and Module typed inside it. By touching on the right side of the colored square a drop-down list will appear for each. Here you must select which evaluation you are administering.

Part 2:

ME Requirements (blue tab) provides a description of what the ME is for each line for a complete or module evaluation

- You will notice that the location, your name and date are already inserted at the top.
- This would be the sheet to print off and use on the hill.
 - You will need to print off a separate sheet for each candidate when doing a complete evaluation.
 - For a module evaluation, there are four columns you can use to mark each Candidate's results.

Part 3:

Candidate (red tabs) is where all the information you have collected on the hill will need to be transferred.

- You will notice that the location, your name and date are already inserted at the top.
- This year we have added an extra column on the right-hand side for you to add comments.
- This sheet will be compiled for the overall results of each Candidate.
- This sheet should be given to the Candidate to provide feedback from the evaluation. You can email a PDF version or print off the page for them.

Stated on the left-hand side of the Candidate sheet is how many ME are needed to obtain an ME overall.

Final comments:

Each page is set up so it can all be printed on one page. This is helpful if you don't want to take your device onto the hill but prefer to fill out the marking grid at a later time. Once you have completed the marking grid, save the whole thing as a **PDF** (Level 1 Complete November 25, 2017 Sun Peaks). By saving it as a PDF, the marks which you have entered cannot be changed. Once you have filled in the completed marking grid, send the whole PDF to National Head Office within 10 days of the exam.

If you have any issues, questions or concerns please contact Clare Logan at clare@CADS.ski.