

ASSESSMENT (RAP)

Assessing Student Performance

The off-campus coordinator has primary responsibility for assessing student progress and performance. In assessing employability skills and workplace skills for a student in RAP courses, Chart 1, Chart 2 and Chart 3 may be used to guide the assessment process.

CHART 1		
Course Level	Percentage of Final Mark	
	Employability Skills	Workplace Skills
10 or 15	40	60
25	30	70
33 or 35	20	80

CHART 2	
Course Level	Minimum Standard Rating
10 or 15	1
25	2
33 or 35	3

CHART 3 – Assessment Rating Scale

4	3	2	1	0
<p><i>The student:</i></p> <ul style="list-style-type: none"> • exceeds defined outcomes • identifies problems and plans effective solutions • demonstrates self-directed behaviour • selects and uses tools, materials and/or processes efficiently, effectively and with confidence • meets or exceeds workplace quality and productivity standards • acts as a mentor to fellow workers • demonstrates, consistently, a willingness to learn 	<p><i>The student:</i></p> <ul style="list-style-type: none"> • meets defined outcomes • identifies problems and plans effective solutions • demonstrates self-directed behaviour in selected situations • selects and uses tools, materials and/or processes efficiently and effectively • meets, consistently, workplace quality and productivity standards • leads others to contribute to workplace goals • demonstrates willingness to improve 	<p><i>The student:</i></p> <ul style="list-style-type: none"> • meets defined outcomes • plans and solves problems with limited assistance • seeks assistance before acting • selects and uses tools, materials and/or processes appropriately • meets, generally, workplace quality and productivity standards • contributes as a member of a team • works cooperatively and shows promise 	<p><i>The student:</i></p> <ul style="list-style-type: none"> • meets defined outcomes • follows instructions • responds positively to directions • uses a limited range of tools, materials and/or processes • experiences some difficulty in meeting selected quality and productivity standards • experiences some difficulty in becoming a team member • has the ability to improve 	<p><i>The student:</i></p> <ul style="list-style-type: none"> • has not completed outcomes • fails to follow instructions • is not self-directed or responsive to directions • uses tools, materials and/or processes inappropriately • is unable/unwilling to conform to workplace standards • is unable/unwilling to become a team member • is unable/unwilling to work as a team member

Note: To use the Assessment Rating Scale in determining a student’s mark in a RAP course, the off-campus coordinator, in consultation with the employer and the student, should determine:

- the rating earned for each competency
- the final mark for the course
- the minimum standard rating for the level of course, as recommended in Chart 2.