ASSESSMENT OF LEARNING PLAN – PHASE THREE

EC/PC	Scope	Purpose	Target	Method	How	When	Resources	Limitations
PO X01 - Participate in Citizenship Activities								
X01 PC	PO X01	To have the cadet participate in a citizenship activity.	Nil.	Nil.	The cadet is observed participating in a minimum of one citizenship activity.	Anytime.	Nil.	Nil.
PO X02 - Perform Community Service								
X02 PC	PO X02	To have the cadet participate in community service.	Nil.	Nil.	The cadet is observed participating in a minimum of one community service activity.	Anytime.	Nil.	Nil.
PO 303 - Perform the Role of a Team Leader								
303 PC	PO 303	To assess the cadet's ability to perform the role of Team Leader.	Reasoning Proficiency and Skills	Performance Assessment and Personal Communication	The cadet is observed performing the role of a Team Leader. The performance is then discussed with the cadet.	Ongoing throughout the training year.	Appendix 1	Nil.
PO X04 - Track Participation in Physical Activities								
X04 PC	PO X04	To assess the cadet's participation in regular physical activity.	Reasoning Proficiency and Skills	Performance Assessment	The cadet's physical activity tracker is reviewed.	During EO MX04.02	Physical Activity Tracker Appendix 2	Nil.
PO X05 - Participate in Physical Activities								
X05 PC	PO X05	To have the cadet participate in physical activity.	Nil.	Nil.	The cadet is observed participating in a minimum of one physical activity.	Anytime.	Nil.	Nil.

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EC/PC	Scope	Purpose	Target	Method	How	When	Resources	Limitations
PO 306 - Fire the Cadet Air Rifle During Recreational Marksmanship								
306 PC	PO 306	To have the cadet participate in recreational marksmanship.	Nil.	Nil.	The cadet is observed participating in a minimum of one recreational marksmanship activity.	Anytime.	Nil.	Nil.
PO 307 - Serve in a Sea Cadet Corps								
307 PC	PO 307	To have the cadet participate in Phase Three training.	Nil.	Nil.	The cadet is observed participating in a minimum of 60% of mandatory / complementary training activities.	Anytime.	Nil.	Nil.
PO 308 - Direct a Squad Prior to a Parade								
308 PC	PO 308	To assess the cadet's ability to prepare a squad for parade.	Skills	Performance Assessment	The cadet is observed as they prepare a squad for parade by: forming up, sizing, dressing, inspecting and calling the roll.	During preparation for corps opening and closing parades.	Appendix 3	Nil.
PO 309 - Instruct a Lesson								
309 PC	PO 309	To assess the cadet's ability to instruct a lesson using a written lesson plan, an appropriate method(s) of instruction and an appropriate instructional aid(s).	Product and Reasoning proficiency	Performance Assessment	The cadet's lesson plan is reviewed and they are observed while instructing a 15-minute lesson.	Ongoing during the conduct of lessons related to EO M309.07	Appendix 4	Assistance is denied.
PO 311 - Participate in a Recreational Summer Biathlon Activity								
Nil.								

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EC/PC	Scope	Purpose	Target	Method	How	When	Resources	Limitations
PO X20 - Participate in CAF Familiarization Activities								
X20 PC	PO X20	To have the cadet participate in CAF familiarization.	Nil.	Nil.	The cadet is observed participating in a minimum of one CAF familiarization activity.	Anytime.	Nil.	Nil.
PO 321 - Rig a Lifting Device								
321 PC	PO 321	The purpose of this PC is to assess the cadet's ability, as a member of a group, to safely rig, operate and de-rig sheers.	Product and Reasoning	Performance Assessment	The cadet is observed while rigging, operating and de-rigging sheers.	Ongoing during conduct of lessons related to EO M321.02.	Appendix 5	Nil.
PO 323 - Serve in a Naval Environment								
323 EC 01	EO M323.01	The purpose of this EC is to assess the cadet's knowledge of the corps' organizational structure.	Knowledge	Selected Response	The cadet is asked to identify corps' structure by using organization charts.	Upon completion of lessons related to EO M323.01.	Appendix 6	Nil.
323 PC	PO 323	The purpose of this PC is to assess the cadet's ability to perform the duties of the Quartermaster.	Skill	Performance Assessment	The cadet is observed while performing the duties of the Quartermaster.	Ongoing throughout the training year.	Appendix 7	Nil.
PO X24 - Participate in Sail Canada CANSail Program								
As per Sail Canada CANSail Level 1 Checklist and Rubric.								
PO X25 - Participate in a Nautical Training Weekend								
Nil.								

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303 PC – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 303 PC Assessment Rubric and become familiar with the material prior to conducting the assessment.

There is no time allotted for 303 PC. It is to be administered whenever and wherever Phase Three cadets lead cadets through a leadership assignment.

The cadet shall be given a minimum of one practice leadership assignment which will be assessed using the 303 PC Assessment Rubric. The cadet will reflect and self-assess after the practice leadership assignment using the same rubric. The practice leadership assignment will not be recorded on the cadet's qualification record.

The formal leadership assignment will be given and assessed using the 303 PC Assessment Rubric. The cadet will reflect and self-assess after the leadership assignment using the same rubric. The leadership assignment shall be recorded on the cadet's qualification record.

If the cadet does not achieve the performance standard, the cadet will be given additional leadership assignments until the performance standard is met.

Photocopy the 303 PC Assessment Rubric twice for each leadership assignment given.

PRE-ASSESSMENT ASSIGNMENT

The cadet shall review the 303 PC Assessment Rubric and become familiar with the assessment criteria prior to the leadership assignment.

ASSESSMENT METHOD

Performance assessment and personal communication were chosen as it allows the assessor to observe the cadet's ability to perform the required skill(s) and make a judgement on the quality of performance.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this PC is to assess the cadet's ability to lead cadets through a leadership assignment.

RESOURCES

- Two 303 PC Assessment Rubrics, and
- As per the leadership assignment.

ASSESSMENT ACTIVITY LAYOUT

As per the leadership assignment.

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ASSESSMENT ACTIVITY INSTRUCTIONS



While observing the cadet leading cadets through a leadership assignment, assess the quality of each criterion by indicating (eg, highlighting, circling, note taking) on the Assessment Rubric, the descriptive statement that best represents this judgement. Criteria for the leading through a leadership assignment are assessed as:

- **Incomplete,**
- **Completed with difficulty,**
- **Completed without difficulty, or**
- **Exceeded standard.**

Make notes of observations to provide descriptive post-assessment feedback.

1. Communicate to the cadet their leadership assignment either verbally or in writing.
2. Ensure the cadet understands the leadership assignment.
3. Distribute the Assessment Rubric to the cadet for self-assessment purposes.
4. Ensure the cadet understands their self-assessment will not be recorded on their qualification record.
5. Have the cadet conduct the leadership assignment.
6. Evaluate the cadet's leadership ability by observation. Record the result (eg, highlighting, circling, note taking) on the Assessment Rubric for each criterion.



The assessment of leadership abilities is subjective; however, the assessor's responsibility is to be as positive as possible.

7. Have the cadet assess their performance on their Assessment Rubric.

POST-ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. Indicate the overall performance assessment on the Assessment Checklist as:
   a. **Incomplete.** Overall, the cadet has not achieved the performance standard;
   b. **Completed With Difficulty.** Overall, the cadet has achieved the performance standard with difficulty;
   c. **Completed Without Difficulty.** Overall, the cadet has achieved the performance standard without difficulty; or
   d. **Exceeded Standard.** Overall, the cadet has exceeded the performance standard.
2. Record notes and observations in the assessor's feedback section of the Assessment Checklist.
3. Sign and date the Assessment Checklist.

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4. Ensure a copy of the Assessment Checklist is attached to the cadet's training file.

5. The overall result will be recorded on the Phase Three Qualification Record located at .

PROVIDING ASSESSMENT FEEDBACK

Discuss the cadet's self-assessment on their performance.

Ask the cadet what they felt went right during the leadership assessment, what did not go well and ask the cadet how they would improve their performance if the leadership assignment was given to them again.

Discuss the performance results of each section of the Assessment Rubric with the cadet.

Discuss the overall performance results with the cadet and provide the cadet with a copy of the completed rubric.

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303 PC ASSESSMENT RUBRIC

Cadet's Name: _____ Corps: _____

Date: _____ Division: _____

	Incomplete	Completed With Difficulty	Completed Without Difficulty	Exceeded the Standard
Communicate as a Team Leader	Did not communicate with team members.	Communicated with team members occasionally. Team members needed clarification on many occasions.	Communicated with team members on many occasions. Team members needed few clarifications.	Communicated to the team throughout the leaderships task. Team members did not need clarification.
Supervise Cadets	Did not supervise cadets.	Only supervised cadets at the beginning and/ or end of the leaderships assignment.	Supervised throughout the leadership assignment making some corrections when necessary.	Supervised throughout the leadership assignment making corrections as necessary.
Solve Problems	Did not solve the problem(s).		Solved the problem(s).	
Complete the Leadership Assignment	Did not complete the leadership assignment.		Completed the leadership assignment.	
Perform Self-assessment	Did not complete the self-assessment.		Completed the self-assessment.	

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Assessor's Feedback:

Effectiveness of problem solving (describe how the leader made use of the team, the resources and the time allotted, etc).

Effectiveness of the leadership assignment (describe how the leader made us of the team, the resources and the time allotted, etc).

Check One	**PO 303 Overall Assessment**							
	Incomplete		**Completed With Difficulty**		**Completed Without Difficulty**		**Exceeded Standard**	
Overall Performance	The cadet has not achieved the performance standard.		The cadet has achieved the performance standard with difficulty.		The cadet has achieved the performance standard without difficulty.		The cadet has exceeded the performance standard.	

Assessor's Name: _____ **Position:** _____

Assessor's Signature: _____ **Date:** _____

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POSSIBLE YEAR THREE COMMON LEADERSHIP ASSIGNMENTS

RECREATIONAL MARKSMANSHIP ASSIGNMENTS

- Set up a range for recreational marksmanship.
- Organize relays for recreational marksmanship.
- Control pellets and issue targets for recreational marksmanship.
- Conduct concurrent activities during recreational marksmanship.
- Tear down a range after recreational marksmanship.

SUMMER BIATHLON ASSIGNMENTS

- Set up range for summer biathlon.
- Conduct a warm-up activity prior to participating in summer biathlon.
- Control pellets for summer biathlon.
- Conduct a cool-down activity after participating in summer biathlon.
- Tear down the range after summer biathlon.

RECREATIONAL SPORTS ASSIGNMENTS

- Set up a recreational sports activity.
- Tear down a recreational sports activity.
- Organize a team for recreational sports.
- Conduct a warm-up prior to recreational sports.
- Conduct a concurrent activity during recreational sports.
- Conduct a cool-down after recreational sports.

WEEKLY PARADE CADET NIGHT ASSIGNMENTS

- Set up chairs for a parade.
- Set up the dais area for a parade.
- Set up flags and parade markers for a parade.
- Tear down chairs after a parade.
- Tear down dais area after a parade.
- Tear down flags and parade markers after a parade.

WEEKLY CADET NIGHT ASSIGNMENTS

- Set up classroom space.
- Rearrange classroom space.
- Tear down classroom space.
- Set up a canteen.
- Staff the canteen.

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- Tear down a canteen.
- Set up a presentation area for a guest speaker.
- Tear down a presentation area for a guest speaker.
- Set up for an extracurricular activity.
- Conduct a concurrent activity.

COMMUNITY SERVICE LEADERSHIP ASSIGNMENTS

- Organize a team during a community service activity.
- Conduct a concurrent activity during community service activity.
- Complete a final garbage sweep after a community service activity.

OTHER LEADERSHIP ASSIGNMENT POSSIBILITIES

- Embark and disembark personnel on vehicles during transportation.
- Conduct uniform inspection of year one cadets.
- Collect and dispose of garbage after parade night.
- Collect, sort and dispose of recycling after parade night.
- Turn off lights and close windows after parade night.

PRIOR TO A WEEKEND ACTIVITY

- Distribute personal equipment.
- Label personal equipment.
- Load group equipment and supplies.

SETTING UP FOR WEEKEND TRAINING

- Unload equipment and supplies.
- Set up the first aid station.
- Set up the female sleeping area.
- Set up the male sleeping area.

ROUTINE TASKS THAT MAY OCCUR DURING WEEKEND TRAINING

- Organize the distribution of a meal.
- Clean up the eating area after a meal.
- Launch sailboats.
- Conduct a concurrent activity during weekend training.
- Secure sailboats.
- Organize lights out for the female cadets.
- Organize lights out for the male cadets.
- Organize wakey-wakey for female cadets.
- Organize wakey-wakey for male cadets.

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SECURE WEEKEND TRAINING

- Secure the female sleeping area.
- Secure the male sleeping area.
- Secure the first aid station.
- Load group equipment and supplies.
- Complete a final garbage sweep.

AFTER WEEKEND TRAINING

- Unload equipment and supplies.
- Collect personal equipment.

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304 PC – PERSONAL FITNESS AND HEALTHY LIVING – ASSESSMENT INSTRUCTIONS

GENERAL

No time is allotted for this PC, as it is to be administered whenever the cadet hands in their completed Physical Activity Tracker.

The Physical Activity Tracker and the requirements of this PC are covered during EO MX04.01 (Participate in 60 Minutes of Moderate- to Vigorous-Intensity Physical Activity [MVPA] and Track Participation in Physical Activities).

PRE-ASSESSMENT INSTRUCTIONS

1. Gather the 304 PC Personal Fitness and Healthy Living Assessment Form.

2. Meet with the cadet to ensure they have received the Physical Activity Tracker, and that they are familiar with the assessment requirements.



MVPA (moderate- to vigorous-intensity physical activity) is a combination of moderate and vigorous intensity activity:

- Moderate-intensity physical activities will cause teens to sweat a little and to breathe harder (eg, skating or bike riding).
- Vigorous-intensity physical activities will cause teens to sweat and be ‘out of breath’ (eg, running or rollerblading).

CONDUCT OF ASSESSMENT

1. Have the cadet complete their Physical Activity Tracker and meet with them as required to deal with any difficulties that may arise. Make notes of observations.

2. Once the cadet has completed the Physical Activity Tracker, evaluate their performance using the assessment form.

3. Conduct a debriefing. Ask the cadet what they felt went well and what they would improve upon if the assessment was given to them again.

4. Discuss the overall performance results with the cadet and provide the cadet with a copy of the completed 304 PC Personal Fitness and Healthy Living Assessment Form.

POST-ASSESSMENT INSTRUCTIONS

1. Place a copy of the 304 PC Personal Fitness and Healthy Living Assessment Form in the cadet’s training file.

2. Record the overall result on the Phase Three Qualification Record.

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304 PC - PERSONAL FITNESS AND HEALTHY LIVING ASSESSMENT FORM

Cadet's Name: _____ Date: _____

Assessor's Feedback:

Check One	PO 304 Assessment Results							
	Incomplete		**Completed With Difficulty**		**Completed Without Difficulty**		**Exceeded Standard**	
Overall Performance	The cadet did not complete a minimum of 60 minutes of MVPA daily for at least 16 days over four consecutive weeks.				The cadet has achieved the performance standard by completing a minimum of 60 minutes of MVPA daily for 16 days over four consecutive weeks.		The cadet has exceeded the performance standard by completing a minimum of 60 minutes of MVPA daily for 20 days or more over four consecutive weeks.	

Assessor's Name: _____ **Position: _____**

Assessor's Signature: _____ **Date: _____**

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308 PC – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 308 PC Assessment Checklist and become familiar with the material prior to conducting the assessment.

Photocopy the Assessment Checklist for each section.

Ensure each cadet has received an aide-mémoire card, listing the requisite drill sequence.

PRE-ASSESSMENT ASSIGNMENT

Have the cadet review the Assessment Checklist and become familiar with the material prior to the assessment.

ASSESSMENT METHOD

Performance assessment was chosen to observe and evaluate the cadet directing a squad prior to a parade.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this PC is to assess the cadet's ability to direct a squad prior to a parade.

RESOURCES

PO 308 PC Assessment Checklist.

ASSESSMENT ACTIVITY LAYOUT

This assessment shall be conducted in a drill hall or outdoor parade square in favourable weather.

ASSESSMENT ACTIVITY INSTRUCTIONS



The cadet may be provided assistance (eg, reminders, guided questions).

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After observing each skill being performed, make a judgement and indicate on the Assessment Checklist whether the skill was:

- **Incomplete.** The skill was not attempted or not completed even with assistance.
- **Completed With Difficulty.** The skill was completed with some difficulty, assistance or use of the aide-mémoire card. The cadet directed the squad, but failed to correctly deliver the words of command or the cadet had a poor bearing while delivering the words of command.
- **Completed Without Difficulty.** The skill was completed without difficulty, assistance or use of the aide-mémoire card. The cadet maintained a good bearing and correctly and clearly delivered the words of command.

Make notes or observations for the purposes of providing post-assessment descriptive feedback.

1. Assess the cadet's performance for each skill and record the results on the Assessment Form.

2. Cadets may be given unlimited re-tests within the resources of the cadet corps to meet the standard for each skill. Where time permits, cadets may re-test to improve their results to **Completed Without Difficulty**.

POST-ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. Indicate the overall performance assessment on the Assessment Checklist as:

   a. **Incomplete.** The cadet has not achieved the performance standard by not completing at least one of the required areas.

   b. **Completed With Difficulty.** The cadet has achieved the performance standard by completing one or more of the required objectives with difficulty.

   c. **Completed Without Difficulty.** The cadet has achieved the performance standard by completing all objectives without difficulty.

2. Record notes and observations in the assessor's feedback section of the Assessment Checklist.

3. Sign and date the Assessment Checklist.

4. Ensure a copy of the Assessment Checklist is attached to the cadet's training file.

5. The overall result will be recorded on the Phase Three Qualification Record located at .

PROVIDING ASSESSMENT FEEDBACK

Discuss the overall performance results and give a copy of the Performance Assessment Form to the cadet.

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308 PC ASSESSMENT CHECKLIST

Cadet's Name: _____ Corps: _____

Date: _____ Division: _____

Analytical Performance Assessment:

Direct a Squad Prior to a Parade	**Incomplete**	**Completed With Difficulty**	**Completed Without Difficulty**
Fall in a squad.			
Call the roll.			
Size in a single rank and reform in threes (twos).			
Dress a squad.			
Inspect a squad.			
Hand over a squad.			

Assessor's Feedback:

Check One	**PO 308 Overall Assessment**							
	Incomplete		**Completed With Difficulty**		**Completed Without Difficulty**		**Exceeded Standard**	
Overall Performance	The cadet has not achieved the performance standard by not completing at least one of the required skills.		The cadet has achieved the performance standard by completing one or more of the required objectives with difficulty.		The cadet has achieved the performance standard by completing all objectives without difficulty.		N/A.	

Assessor's Name: _____ Position: _____

Assessor's Signature: _____ Date: _____

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309 PC – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 309 PC Assessment Checklist and become familiar with the material prior to conducting the assessment.

Photocopy the 309 PC Assessment Checklist.

PRE-ASSESSMENT ASSIGNMENT

Each cadet is to plan a 15-minute lesson for instruction IAW EO M309.06 (Plan a Lesson, Chapter 4, Section 10). Each cadet is to prepare a written lesson plan and an appropriate instructional aid(s) to be used for the instruction of that lesson.

ASSESSMENT METHOD

Performance assessment was chosen as it allows the assessor to observe the cadets' performance in instructing and the product of their lesson plan and make a judgment on its quality.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this assessment is to assess the cadet's ability to instruct a lesson using a written lesson plan, an appropriate method(s) of instruction and an appropriate instructional aid(s).

RESOURCES

IAW the EO M309.06 (Plan a Lesson, Chapter 4, Section 10) and EO M309.07 (Instruct a 15-Minute Lesson, Chapter 4, Section 10).

ASSESSMENT ACTIVITY LAYOUT

Classroom or training area large enough to accommodate the entire group.

ASSESSMENT ACTIVITY INSTRUCTIONS

This PC is assessed during EO M309.07 (Instruct a 15-Minute Lesson, Chapter 4, Section 10).

The PC Assessment Checklist is to be used in conjunction with the *Instructional Techniques Assessment Form* (A-CR-CCP-603/PF-001, Chapter 9, Annex S) used in the conduct of EO M309.07 (Instruct a 15-Minute Lesson, Chapter 4, Section 10).

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Criteria for assessing the cadets' ability to instruct a lesson using a written lesson plan, an appropriate method(s) of instruction and an appropriate instructional aid(s) is assessed as:

- **Incomplete.** If the instruction of the lesson was not attempted, was not completed, if no lesson plan was submitted, or if no instructional aid was used.
- **Completed With Difficulty.** If the instruction of the lesson was completed but the cadet had difficulty writing/using the lesson plan, instructing the lesson using an appropriate method(s) of instruction or developing/using an appropriate instructional aid(s).
- **Completed Without Difficulty.** If the instruction of the lesson was completed and the cadet had no difficulty writing/using the lesson plan, instructing the lesson using an appropriate method(s) of instruction and developing/using an appropriate instructional aid(s).

Make notes of observations to provide descriptive post-assessment feedback.

Each cadet prior to the start of EO M309.07 (Instruct a 15-Minute Lesson, Chapter 4, Section 10), will be required to:

- plan a 15-minute lesson IAW EO M309.06 (Plan a Lesson, Chapter 4, Section 10);
- develop a written lesson plan; and
- develop an appropriate instructional aid(s).

Each cadet shall arrive prepared to instruct a lesson during EO M309.07 (Instruct a 15-Minute Lesson, Chapter 4, Section 10). During the time allotted for this lesson each cadet will:

- provide a copy of their written lesson plan to the assessor;
- prepare the classroom/training area for their lesson;
- instruct a 15-minute lesson using the following:
  - an appropriate method(s) of instruction; and
  - an appropriate instructional aid(s); and
- participate in a brief feedback session with the assessor upon completion of the lesson.

Each cadet will be required to complete this without assistance.

POST ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. Indicate the overall performance assessment on the Assessment Checklist as:

   a. **Incomplete.** If the instruction of the lesson was not attempted, was not completed, if no lesson plan was submitted, or if no instructional aid was used.

   b. **Completed With Difficulty.** If the instruction of the lesson was completed but the cadet had difficulty writing/using the lesson plan, instructing the lesson using an appropriate method(s) of instruction or developing/using an appropriate instructional aid(s).

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c. **Completed Without Difficulty.** If the instruction of the lesson was completed and the cadet had no difficulty writing/using the lesson plan, instructing the lesson using an appropriate method(s) of instruction and developing/using an appropriate instructional aid(s).

d. **Exceeded Standard.** If the instruction of the lesson was completed beyond the level expected of a Phase Three cadet. In addition to meeting the requirements of *Completed Without Difficulty*, the cadet consistently demonstrated other instructional techniques IAW the *Instructional Techniques Assessment Form*.

2. Record notes made in the assessor's feedback section of the assessment checklist.

3. Sign and date the assessment checklist.

4. Ensure a copy of the Performance Assessment Form is attached to the cadet's training file.

5. The overall result will be recorded on the Phase Three Qualification Record located at .

PROVIDING ASSESSMENT FEEDBACK

This assessment is accomplished through direct/immediate feedback with the cadet upon completion of the period of instruction. The assessor should offer feedback and suggestions for improvement to the cadet based on the Instructional Techniques Assessment Form and 309 PC Assessment Checklist.

The grey areas of the Instructional Techniques Assessment Form are those applicable to the 309 PC (eg, the standard required for the achievement of PO 309, Chapter 4,). The remainder of the form is intended solely for the purposes of assessment for learning and providing the cadets with the feedback they need to improve their skills.

Discuss the overall performance results with the cadet and provide them with a copy of the completed checklist.

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309 PC ASSESSMENT CHECKLIST

Cadet's Name: _____ Corps: _____

Date: _____ Division: _____

	Incomplete	Completed With Difficulty	Completed Without Difficulty
	The item was not attempted or completed.	The item was completed with some difficulty or assistance.	The item was completed without difficulty or the need for assistance.
Lesson Plan			
Introduction			
Body			
End of Lesson Confirmation			
Conclusion			
Assessment of Lesson Plan (Check One)			

Method(s) of Instruction			
Method chosen was appropriate to the lesson content.			
Method was used correctly in the conduct of the lesson.			
Method(s) of Instruction (Check One)			

Instructional Aid(s)			
Relevance			
Ease of Use			
Instructional Aid(s) (Check One)			

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Assessor's Feedback:

Check One	PO 309 Overall Assessment							
	Incomplete		**Completed With Difficulty**		**Completed Without Difficulty**		**Exceeded Standard**	
Overall Performance	The cadet has not achieved the performance standard by not completing at least one of the required skills.		The cadet has achieved the performance standard by completing one or more of the required objectives with difficulty.		The cadet has achieved the performance standard by completing all objectives without difficulty.		The cadet has achieved the performance standard by, in addition to meeting the requirements of *Completed Without Difficulty*, the cadet consistently demonstrated other instructional techniques IAW the *Instructional Techniques Assessment Form*.	

Assessor's Name: _____ **Position: _____**

Assessor's Signature: _____ **Date: _____**

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321 PC – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 321 PC Checklist and become familiar with the material prior to conducting the assessment.

Photocopy the 321 PC Group Checklist and 321 PC Assessment Checklist.

PRE-ASSESSMENT ASSIGNMENT

N/A.

ASSESSMENT METHOD

Performance assessment to assess the cadet's ability, as a member of a group, to safely rig, operate and de-rig sheers.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this PC is to assess the cadet's ability, as a member of a group, to safely rig, operate and de-rig sheers.

RESOURCES

IAW EO M321.02 (Rig Sheers, Chapter 4, Section 13).

ASSESSMENT ACTIVITY LAYOUT

IAW EO M321.02 (Rig Sheers, Chapter 4, Section 13).

ASSESSMENT ACTIVITY INSTRUCTIONS

This PC can be conducted concurrently during the conduct of lessons related to EO M321.02 (Rig Sheers, Chapter 4, Section 13).

Observe each cadet while participating in the activities related to EO M321.02 (Rig Sheers, Chapter 4, Section 13) and make a judgement based on their performance.



After observing each skill being performed, make a judgement and indicate on the Assessment Checklist whether the skill was:

- **Incomplete.** The skill was not attempted or not completed even with assistance.
- **Completed With Difficulty.** The skill was completed with some difficulty or assistance.
- **Completed Without Difficulty.** The skill was completed without difficulty or assistance.

Make notes or observations for the purposes of providing post-assessment descriptive feedback.

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The assessment activities are conducted with each cadet performing as part of a four-member team IAW EO M321.02 (Rig Sheers, Chapter 4, Section 13). This PC consists of three areas of assessment:

- Safety,
- Rigging, and
- Operation.

The area of safety shall be assessed on an individual bases.

The areas of rigging and operation are assessed based on the performance of the team as a whole and each of the four cadets shall receive the same assessment in these areas. The only exception to this would be if the assessor deemed it necessary to remove an individual cadet due to a safety infraction, in which case the cadet removed shall receive an assessment of incomplete. The remaining cadets shall proceed by substituting in a fourth cadet.

POST-ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. A group checklist has been provided for ease of use while conducting the assessment. Upon completion of the assessment, the results shall be recorded on the 321 PC Assessment Checklist, to be completed for each cadet.

2. Indicate the overall performance assessment on the assessment checklist as:

   a. **Incomplete.** The cadet did not attempt or complete the assessment.

   b. **Completed With Difficulty.** The assessment was completed with difficulty and/or assistance was required.

   c. **Completed Without Difficulty.** The task was completed with no difficulty and no assistance.

3. Record notes made in the assessor's feedback section of the Assessment Checklist.

4. Sign and date the Assessment Checklist.

5. Ensure a copy of the Assessment Checklist is attached to the cadet's training file.

6. The overall result will be recorded on the Phase Three Qualification Record located at .

PROVIDING ASSESSMENT FEEDBACK

Discuss the overall performance results with the cadet and provide them with a copy of the completed checklist.

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321 PC GROUP ASSESSMENT

Name	Safety			Rigging								Operation						Comments
	Personal Conduct	Wearing Personal Safety Equipment	Adherence To Danger Zone Protocol	Spars	Head Lashing	Topping Lift	Main Purchase	Strops	Splay Tackle	Heel Tackles	Tag Line	Raising the Sheers	Hooking on a Load	Raising the Load	Securing the Load Line	Lowering the Load	Lowering the Sheers	
Group 1																		
1.																		
2.																		
3.																		
4.																		
Group 2																		
1.																		
2.																		
3.																		
4.																		
Group 3																		
1.																		
2.																		
3.																		
4.																		
I - Incomplete				D - Completed with difficulty													W - Completed without difficulty	

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321 PC ASSESSMENT CHECKLIST

Cadet's Name: _____ Corps: _____

Date: _____ Division: _____

	Incomplete	Completed With Difficulty	Completed Without Difficulty	Exceeded Standard
	The cadet has not completed the tasks.	The cadet has completed the tasks with difficulty.	The cadet has completed the tasks without difficulty.	N/A.
Safety				
Personal Conduct				
Wearing Personal Safety Equipment				
Adherence to Danger Zone Protocol				
Safety (Check One)				

Rigging				
Spars				
Head Lashing				
Topping Lift				
Main Purchase				
Strops				
Splay Tackle				
Heel Tackles				
Tag Line				
Rigging (Check One)				

Operation				
Raising the Sheers				
Hooking on the Load				
Raising the Load				
Securing the Load Line				
Lowering the Load				
Lowering the Sheers				
Operation (Check One)				

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Assessor's Feedback:

Check One	PO 321 Overall Assessment							
	Incomplete		**Completed With Difficulty**		**Completed Without Difficulty**		**Exceeded Standard**	
Overall Performance	The cadet has not achieved the performance standard.		The cadet has achieved the performance standard with difficulty.		The cadet has achieved the performance standard without difficulty.		N/A.	

Assessor's Name: _____ **Position:** _____

Assessor's Signature: _____ **Date:** _____

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323 EC 01 – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 323 EC 01 Checklist and become familiar with the material prior to conducting the assessment.

Photocopy the 323 EC 01 Checklist.

Photocopy the blank organization charts for each cadet.

PRE-ASSESSMENT ASSIGNMENT

N/A.

ASSESSMENT METHOD

Selected response was chosen as it allows the assessor to ask the cadets to identify their knowledge through selecting or generating short responses to chosen questions.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this assessment is to assess the cadets' knowledge of the corps' organizational structure.

RESOURCES

Blank organization charts for each cadet.

ASSESSMENT ACTIVITY LAYOUT

N/A.

ASSESSMENT ACTIVITY INSTRUCTIONS



Criteria for understanding the corps' organizational structure is assessed as:

Incomplete. The task was not attempted or completed.

Completed With Difficulty. The task was completed with difficulty and/or assistance was required.

Completed Without Difficulty. The task was completed without difficulty or assistance.

Make notes of observations to provide descriptive post-assessment feedback.

323 EC 01 has no time allotted. The blank organization charts shall be passed out during the conclusion to EO M323.01 (Perform Corps Duties, Chapter 4, Section 15) and completed as homework. The cadets shall be required to pass this in to the instructor on the training night one week after EO M323.01 (Perform Corps Duties, Chapter 4, Section 15) has been instructed.

Each cadet will be required to complete the following:

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- the functional organization chart,
- the duty personnel organization chart, and
- one of the given options of the training organization charts.

POST ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. Indicate the overall performance assessment on the assessment checklist as:
   a. **Incomplete.** The cadet did not attempt or complete the assessment.
   b. **Completed With Difficulty.** The assessment was completed with difficulty and assistance was required.
   c. **Completed Without Difficulty.** The task was completed with no difficulty and no assistance.
2. Record notes made in the assessor's feedback section of the assessment checklist.
3. Sign and date the assessment checklist.
4. Ensure a copy of the Performance Assessment Form is attached to the cadet's training file.
5. The overall result will be recorded on the 323 PC Checklist located at .

PROVIDING ASSESSMENT FEEDBACK

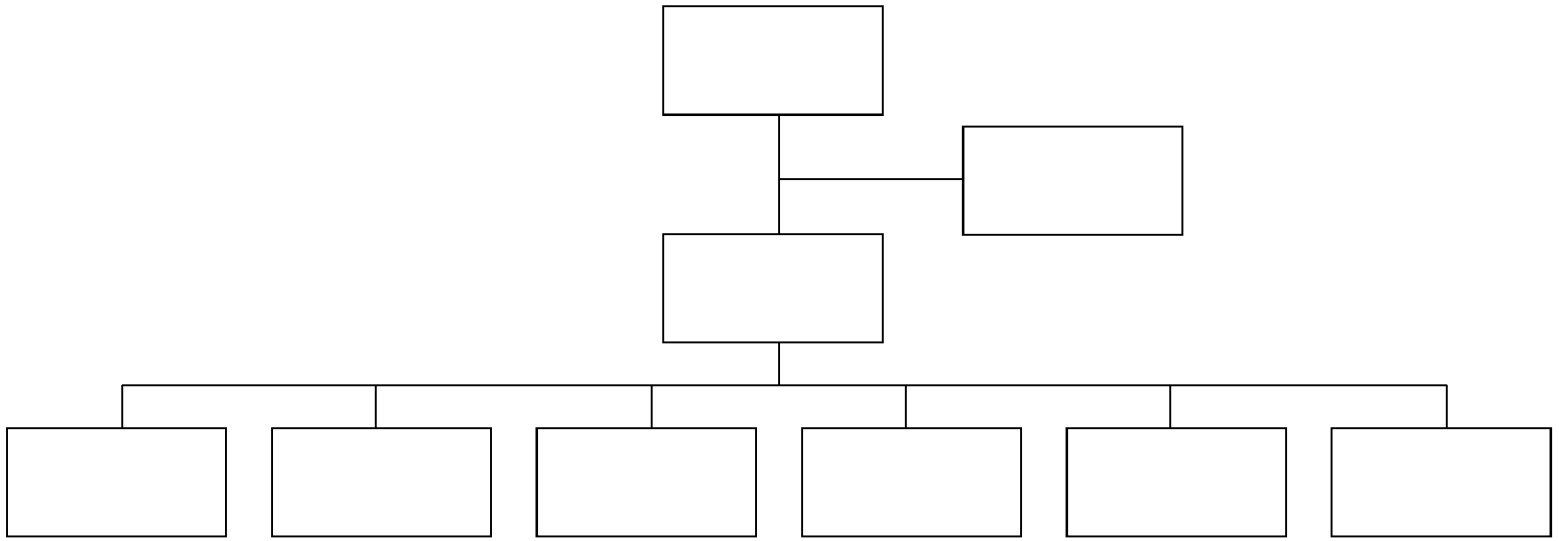
Discuss the overall performance results with the cadet and provide them with a copy of the completed checklist.

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FUNCTIONAL ORGANIZATION CHART

Name: _____

Fill in each box with the position title and name of the person who holds this position at the corps.



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DUTY PERSONNEL ORGANIZATION CHART

Fill in each box with the position title.

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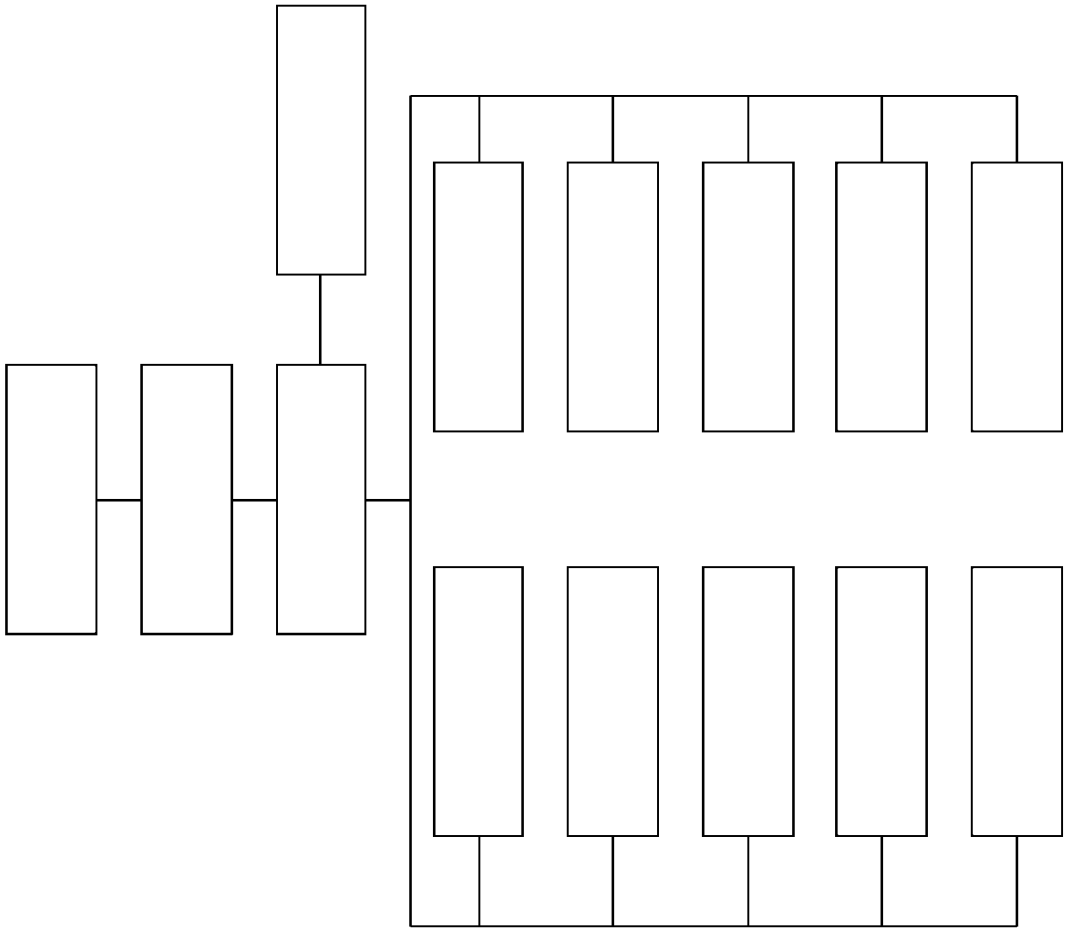
TRAINING ORGANIZATION CHART – OPTION ONE

Fill in each box with the position title on either option one or option two of the Training Organization Charts.

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TRAINING ORGANIZATION CHART – OPTION TWO



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323 EC 01 ASSESSMENT CHECKLIST

Cadet's Name: _____ Corps: _____

Date: _____ Division: _____

EO 323.01 EC	EO Assessment		
	Incomplete	**Completed With Difficulty**	**Completed Without Difficulty**
	The cadet did not attempt or complete the assessment.	The cadet completed the assessment with difficulty or required assistance.	The cadet completed the assessment with no difficulty and did not required assistance.
Corps' Organizational Structure			

Assessor's Feedback:

Assessor's Name: _____ **Position: _____**

Assessor's Signature: _____ **Date: _____**

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323 PC – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 323 PC Checklist and become familiar with the material prior to conducting the assessment.

Photocopy the 323 PC Checklist.

Ensure each cadet has access to the quartermaster's Terms of Reference and the Quartermaster Reference Guide from EO M323.01 (Perform Corps Duties, Chapter 4, Section 15).

No time is scheduled for this assessment. Each cadet will be required to act as quartermaster at various times throughout the training year and will be assessed at this time by the Officer of the Day (OOD).

Develop a schedule for Phase Three cadets to perform the duties of quartermaster. Each cadet must rotate through the schedule at least once after the completion of lessons related to EO M323.01 (Perform Corps Duties, Chapter 4, Section 15).

PRE-ASSESSMENT ASSIGNMENT

N/A.

ASSESSMENT METHOD

Performance assessment was chosen as it allows the assessor to observe the cadets' performance in performing the duties of Quartermaster.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this assessment is to assess the cadets' ability to perform the duties of the Quartermaster.

RESOURCES

- Boatswain's call,
- Cleaning supplies,
- Corps' broadcast system (if available),
- Ensign (or other flag),
- Ship's bell,
- Quartermaster's Terms of Reference from EO M323.01 (Perform Corps Duties, Chapter 4, Section 15), and
- Quartermaster Reference Guide from EO M323.01 (Perform Corps Duties, Chapter 4, Section 15).

ASSESSMENT ACTIVITY LAYOUT

The quartermaster will stand duty in the immediate vicinity of the brow (main entrance) and shall not leave the area except to carry out duties required of them as quartermaster.

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ASSESSMENT ACTIVITY INSTRUCTIONS

Each cadet will be required to perform the duties of quartermaster throughout the training year, by performing the following:

- running colours and sunset, to include:
  - organizing the colour party;
  - piping the still; and
  - piping the carry on;
- maintaining the corps' routine and controlling of the corps' broadcast system, to include:
  - ringing the ship's bell; and
  - making pipes or using the corps' broadcast system;
- controlling the brow, to include:
  - identifying all personnel coming aboard or leaving the ship (training location);
  - ensuring that no unauthorized material is taken ashore; and
  - controlling the ship's log; and
- ensuring the cleanliness of the brow area.

POST ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. Indicate the overall performance assessment on the assessment checklist as:
   a. **Incomplete.** If anything on the checklist was not demonstrated;
   b. **Completed With Difficulty.** If all items on the checklist were demonstrated but some were demonstrated with difficulty or assistance;
   c. **Completed Without Difficulty.** If all items on the checklist were demonstrated without difficulty or without the need for assistance; or
2. Record notes and observations in the assessor's feedback section of the assessment checklist.
3. Sign and date the assessment checklist.
4. Ensure a copy of the Performance Assessment Form is attached to the cadet's training file.
5. The overall result will be recorded on the Phase Three Qualification Record located at .

PROVIDING ASSESSMENT FEEDBACK

As this PC is ongoing, feedback should be provided to the cadets on a regular basis to inform them of their progress. This is accomplished through direct/immediate feedback during training activities, group debriefings at the end of individual training activities and one-on-one interviews as required.

Discuss the overall performance results with the cadet and provide them with a copy of the completed checklist.

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323 PC ASSESSMENT CHECKLIST

Cadet's Name: _____ Corps: _____

Date: _____ Division: _____

	Incomplete	Completed With Difficulty	Completed Without Difficulty
	The item was not attempted or completed.	The item was completed with some difficulty or assistance.	The item was completed without difficulty or the need for assistance.
Run Colours and Sunset			
Organize the Colour Party			
Pipe the Still			
Pipe the Carry On			
Run Colours and Sunset (Check One)			

Maintain the Corps Routine and Control the Corps' Broadcast System			
Ring the Ship's Bell			
Make Pipes/Use the Corps Broadcast System			
Maintain the Corps Routine and Control the Corps' Broadcast System (Check One)			

Control the Brow			
Identify All Personnel Coming Aboard or Leaving the Ship (Training Location)			
Ensure no Unauthorized Material is Taken Ashore			
Control the Ship's Log			
Ensure the Brow is Clean and Tidy			
Control the Brow (Check One)			

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Assessor's Feedback:

	EC Results		
	Incomplete	**Completed With Difficulty**	**Completed Without Difficulty**
323 EC 01			

Check One	**PO 323 Overall Assessment**							
	Incomplete		**Completed With Difficulty**		**Completed Without Difficulty**		**Exceeded Standard**	
Overall Performance	The cadet has not achieved the performance standard by not completing at least one of the required skills.		The cadet has achieved the performance standard by completing one or more of the required objectives with difficulty.		The cadet has achieved the performance standard by completing all objectives without difficulty.		N/A	

Assessor's Name: _____ **Position:** _____

Assessor's Signature: _____ **Date:** _____

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