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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Verify against the official publication.

- 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

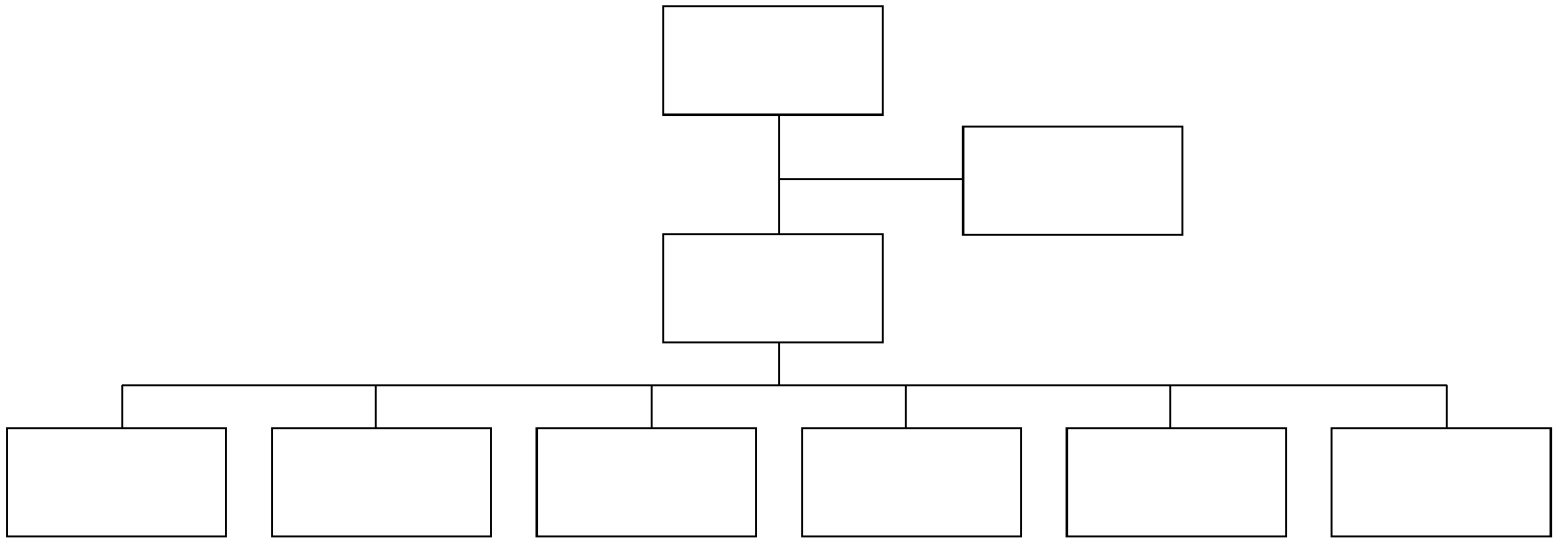
Discuss the overall performance results with the cadet and provide them with a copy of the completed checklist.

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Verify against the official publication.

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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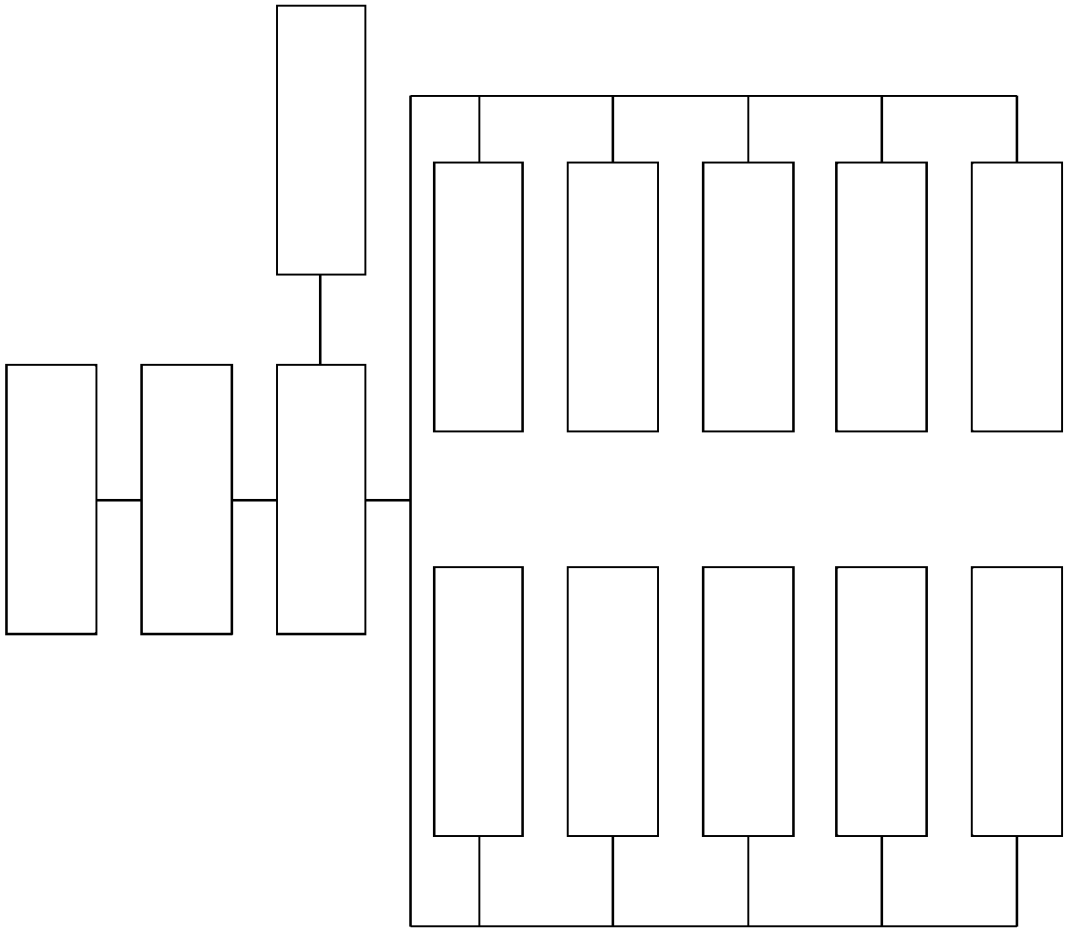
TRAINING ORGANIZATION CHART – OPTION ONE

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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Verify against the official publication.

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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