ANNEX B, APPENDIX 3

408 PC

ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment plan, assessment instructions and 408 PC Assessment Checklist and become familiar with the material prior to conducting the assessment.

Photocopy the 408 PC Assessment Checklist for each cadet.

Ensure each cadet has received a parade sequence aide-mémoire card (located at A-CR-CCP-804/PF-001, *Proficiency Level Four Instructional Guides*, EO M408.03 [Command a Squad]).

PRE-ASSESSMENT ASSIGNMENT

Have the cadet review the assessment activity instructions and the 408 PC Assessment Checklist to become familiar with the material prior to participating in the assessment.

ASSESSMENT METHOD

Performance assessment was chosen to observe and evaluate the cadet commanding a flight on parade.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this PC is to assess the cadet's ability to command a flight on parade.

RESOURCES

- 408 PC Assessment Checklist, and
- Parade sequence aide-mémoire card.

ASSESSMENT ACTIVITY LAYOUT

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

Assessments may be conducted throughout the year, during parades (eg, opening parade, closing parade, ceremonial parades).

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Verify against the official publication.

ASSESSMENT ACTIVITY INSTRUCTIONS



After observing each skill being performed, make a judgment 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 with heavy reliance on the parade sequence aide-mémoire card;

Completed without difficulty. The skill was completed without difficulty / assistance or required only occasional reference to the parade sequence aide-mémoire card; or

Exceeded standard. The skill was completed without any difficulty / assistance and required no use of the parade sequence aide-mémoire card.

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

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

Cadets may be given unlimited re-tests within the resources of the cadet squadron to meet the standard for each skill. Where time permits, cadets may re-test to improve their results.

POST ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

Indicate the overall performance assessment on the Assessment Checklist as:

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

Completed with difficulty. The cadet has achieved the performance standard by completing one or more or the required objectives with difficulty;

Completed without difficulty. The cadet has achieved the performance standard by completing all objectives without difficulty; or

Exceeded standard. The cadet has achieved the performance standard by exceeding the standard on all objectives.

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

Sign and date the Assessment Checklist.

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

The overall result will be recorded on the Proficiency Level Four Qualification Record located at Chapter 3, Annex C.

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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408 PC ASSESSMENT CHECKLIST

Cadet's Name: _____ Date: _____

Analytical Performance Assessment:	Incomplete The skill was not attempted or not completed even with assistance.	Completed With Difficulty The skill was completed with some difficulty / assistance or with heavy reliance on the parade sequence aide-mémoire card.	Completed Without Difficulty The skill was completed without difficulty / assistance or required only occasional reference to the parade sequence aide-mémoire card.	Exceeded Standard The skill was completed without any difficulty / assistance and required no use of the parade sequence aide-mémoire card.
Fall In				
The cadet assumed the proper command position—centred and three paces in front of the flight.				
The cadet ordered the flight to stand at ease.				
Once the last flight was ordered, the cadet turned about, observed the standard pause and stood at ease.				
Inspection				
The cadet ensured the flight was at attention.				
The cadet awaited the arrival of the Reviewing Officer (RO) three paces in front of the flight marker.				
The cadet saluted (if required) and reported the flight to the RO.				
The cadet guided the RO through the inspection of each rank of the flight.				

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The cadet saluted (if required) and asked for permission to carry on.				
The cadet returned to the front of the flight, centred and three paces in front.				
The cadet ordered the flight to close order march and stand at ease.				
The cadet executed an about turn and stood at ease.				
March Past				
The cadet executed all commands given by the parade commander.				
The cadet assumed the correct position in front of the flight throughout the march past.				
The cadet correctly delivered all required commands throughout the march past.				
Once commanded to advance, the cadet turned and wheeled into position in front of the flight.				
Fall Out				
Once commanded to dismiss, the cadet observed the standard pause, saluted if an officer was present and then marched off the parade square.				

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Assessor's Feedback:

	PO 408 Overall Assessment							
Check One	**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 areas.		The cadet has achieved the performance standard by completing one or more or 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 exceeding the standard on all objectives.	

Assessor's Name:	**Position:**
Assessor's Signature:	**Date:**

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