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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Verify against the official publication.

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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