309 PC – ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

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

Photocopy the 309 PC 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 cadet's 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 used in the conduct of EO M309.07 (Instruct a 15-Minute Lesson, Chapter 4, Section 10) located at A-CR-CCP-803/PF-001, Chapter 9, Section 7.

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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. As each cadet instructs a 15-minute lesson, indicate his or her 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 Proficiency Level 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 Assessment Form is attached to the cadet's training file.

5. The overall result will be recorded on the Proficiency Level Three Qualification Record located at Annex C.

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). 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 RUBRIC

Cadet's Name: _____ Squadron: _____

Date: _____ Flight: _____

	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:

This form shall be reproduced locally.

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