

Dear Course Conductors,

The new scoring grid (excel spreadsheet) can be downloaded in an excel program onto your phone, tablet, or computer or you can print off the relative pages. This excel grid can be used when you are giving a course or module to a group of 1-8 Course Instructors (CI). Each CI will be assigned a number for the entire course so that all information will be compiled for them on their personal page. Each personal page will calculate whether the CI has Meet Expectation (ME) or Need Improvement (NI).

Check on the National Website to ensure that you are working with the current version. You can check which version you are using by looking in the top left hand corner on the first page you will see which version you have.

Let's get started:

There are three main parts to this marking grid:

- **Overall**-green tabs (location, your name, date, CI name and initials),
- **4 x Modular** – blue tabs (VI, 3-4 track, Sitski, ASD/CI),
- **8 x Personal CI** – red tabs (Individual overall pages).

Part 1:

Once you have opened the document you will want to save it under a new name. (Course level, Date, Location)
File -> Save As -> Level 1 November 25, 2016 Sun Peaks

Starting with the first tab labeled, **Overall** (green tab), you will need to type in the following:

- location of the Course
- your name by Course Conductor
- date of the exam
- each of the Course Instructors names along with their initials in the appropriate columns. One CI name and initials per numbered row.

To complete this page, at the top right hand corner you will see a box with Course and Modular typed inside. By touching on the right side of the colored square a drop-down list will appear for each. Here you must select which exam you are administrating.

Part 2:

Modular (blue tab) is set so that you can test each discipline for 1- 8 CI.

I.e. VI = CI 1-4 (**Modular Tabs**), is set so that everything that you need to cover for the Visually Impaired Module and Visually Impaired section for the full Level 1 course for the 1-4 CI, the next tab is set for 5-8 CI.

- You will notice that the location, your name and date are already inputted at the top.
- Along the top header below the CI # you will see the initials for each person.
- As you go through the course, you will use the drop-down tab in each of the white cells to select “ME or NI”. This can be selected on the right side of each of the white box. You will see a small arrow to click on.

If you are using this grid for a **Module**, **all the white squares** will need to be filled on this page. The results will automatically fill-in the appropriate CI personal sheet.

To complete a **full course**, **you will need to complete a minimum of 2 modules** for each section, except for Section II – Teaching Aids, which needs to be completed for each Module. For this reason, you will not need to fill-in all the white squares.

Part 3:

Personal CI (red tabs) is where all the information that you have entered on the **Overall** & **Modular** Tab will be compiled for each of the CI per their assigned number. This will be the sheet that you will want to give to the CI so that they have feedback form the exam.

At the top of the page you will see the overall result for the CI, NI/ME, for a course or module. There are 2 distinct colors: **Modular Course** (Light Blue) rows and **Full Course** (Red) rows and column.

Modular Course (Blue color) summation rows: A) section I-V, B) safety, & C) overall results for modular specialist.

Full Course (Red color) summation row is at the very bottom and on the right-hand side. The bottom will show you how the CI did overall while the right-hand side will show you how they did in each section.

Final comments:

Each page is set-up so that it can all be printed on one page. This is helpful if you don't want to take your electronics on the hill but to fill this the marking grid in later that day. Once you have completed the marking grid you will want to save the whole thing as a **PDF** (Level 1 November 25, 2016 Sun Peaks). By saving it as a PDF, the marks that you have entered cannot be changed. Once you have filled in the completed grid, send the whole PDF to national head office within 10 days of the exam.

If you have any issues, please contact Clare Logan at clare@disabledskiing.ca.