Instruction exams Pedagogical Work cohort 2016 en 2017 (students started in 2016 and 2017)

The Work-based Learning (WL) teacher makes sure that the student and the supervisor can find the information on the exams (including this instruction, exams and explanatory exam notes) in the wiki and the WL method. They should also be up-to-date about the content in order to correctly take the exams and to correctly evaluate them.

***Preparation:***

Exams are requested by the domain examination. Students are handed the exams with names listed to increase the reliability and authenticity. Copies and exams without printed name are not accepted by the examination office.

Conditions for a GO on the exam

* The practice assignments must be passed
* The performance review resulting from the 360-degrees feedback receives an adequate mark.
* Supervisor and WL teacher agree with the planning proposed by the student – requirements for this are on the GO form. (Wiki)

It is necessary that you carefully go through the assessment lists beforehand and then schedule *when* the student will be assessed by whom. (planning)

***Evaluation / assessment***

Starting from the GO moment during the exams, students may no longer receive guidance.

**Behavioural observations** are noted down, ***motivated (!)*** and signed by the examinator of the WL, if possible by someone other than the supervisor.

**Products** are evaluated by the examinator of the school, not by the in-house academic advisor or WL teacher. **Accountability reports** are then drawn up following the STRAC method. Students write the reports per rubric (Situation, Task etc.). The subquestions are a tool to check if you are being complete. Not all subquestions are applicable in every situation. The STRAC method can be found in the school section of the WL method.

Possible marks are: **G**ood, **P**ass or **U**nsatisfactory.

**Good (G)**

Fluently applies the required expertise and skills

and the desired result is good

and shows an exceptional professional attitude

barely makes mistakes or none at all

**Satisfactory (S)**

Applies the required expertise and skills

and the desired result is adequate

and displays the desired proffesional attitude

small mistakes may still be made

**Unsatisfactory (U)**

Insufficiently applies the required expertise and skills

and/or the desired result is insufficient

and/or the professional attitude is insufficient

still makes many and/or crucial mistakes

Good = exceptional

Satisfactory = normal

Unsatisfactory = substandard

The assessment *per work process* is calculated as follows:

Unsatisfactory:  one or more assessment criteria were marked as insufficient  (0 points)

Pass: all assessment criteria were marked with at least a pass   (1 point)

Good:  all criteria were marked with at least a pass and more than half with a good (2 points)

**Assessment lists** *on paper*

***Delivering (by student)***

* Behavioural observation – filled out, motivated and signed by the WL teacher   
  Please sign with a signature instead of an X or checkmark
* The signature on each page may be placed by the WL teacher
* [Gerelateerde afbeelding](https://www.google.nl/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiq34m4-6fZAhVJbVAKHd9dBaAQjRx6BAgAEAY&url=https://commons.wikimedia.org/wiki/File:Nietje.jpg&psig=AOvVaw3mNB6Tw8RUaGhIfBBOHLU7&ust=1518785582960124)Submit per exam (stapled)
* Submit personally to your WL teacher or academic advisor according to agreements per class

**Proofs** *digital*

* Per exam
* Correctness confirmed via e-mail by the examinator of the WL. (authenticity)
* Via the Noorderpoort mail to your academic advisor or WL teacher according to agreements per class
* Word file with the following name format: firstnamelastname-studentnumber-exam  
  (example: marysue-0196165-ex1)

Confirmation **authenticity**

The examinator of the WL confirms the authenticity of the products to be submitted by replying with the e-mail below.

By answering this e-mail, I, (name examinator of the WL), declare that what the student has described in the attachments to this e-mail corresponds to reality.



The students forwards this e-mail with the proofs to the WL teacher or academic advisor.

The WL teacher stores the exams and the mail in the group NP-Submission folder performed exam work.

***Dates school year 2017- 2018***

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| September groups cohort 2016 | 3 April | 1st attempt planning this week |
| 16 April | 2nd attempt planning this week |
| Mon 23 April | Start exams (GO) |
| Fri 22 June 10:00 o’clock | Final submission date 1st attempt exams |
| Mon 25 June | Product assessment at school |
| 25 June | Students receive results this week. |
| Wed 4 July 10:00 o’clock | Final submission date 2nd attempts |