

Course #30

Performance Evaluation

Professional Development Portfolio Requirements

Your Professional development portfolio is designed to help you apply what you learn at the NJATC National Training Institute (NTI). It provides you with the opportunity to document your development as you continue to grow as an instructor.

The following is a list of artifacts to include in this section:

1. Include a copy of the test items that were generated in class. Throughout the year add any additional written tests, quizzes, or performance measures that you create.
2. Include any handouts that you will get from the NJATC during NTI regarding the Test Generator.
3. Create a Performance Evaluation Sheet that can be used to evaluate each of your apprentices during a hands-on task. This can be used for a hands-on test for each of your apprentices.
4. Using the assignment below, include in your portfolio the NJATC test problem, your correction or suggestion and the NJATC's e-mail confirming that they received your feedback.

Assignment:

As you all know, the NJATC staff works very hard in attempting to develop the best tests for your use. However, sometimes their best efforts are not enough. In fact, the NJATC only finds out about the quality of tests after the tests have been administered. That is where there is a serious disconnect since the people who develop the tests are not the same people who administer them. Consequently, developing quality tests must be a joint effort, incorporating your feedback to “close the loop” in the curriculum development process. To this end, each third year participant is asked to identify at least one problem seen with one of the standardized NJATC tests you have used. The problem could be related to a single test question or a group of questions that were not written quite as good as they could have been. It could also be a broader problem such as a test that focuses on testing in too much depth on one subject or learning objective and not enough on others.

Whatever problem you identify, it should be forwarded to the NJATC staff using the errata site on the NJATC's website at www.njatc.org. Once you are on the NJATC home page, you will need to log into the “Members Area” using your username and password that was supplied by your Training Director. Once you are logged into the

“Members Area,” scroll down the list and select the “ERRATA website” option. At this point, from the “User Information” page, you will be given the opportunity to edit any of your personal information that you choose. Whether or not you are editing your personal information, you must click on the “Update” button at the bottom of the screen to proceed with the errata submission process. After you have updated your personal profile, choose the “Test Generator” link from the available list. The next screen, the “Test Generator Errata” page, gives the option of either viewing previously submitted errata, if any has been submitted, or submitting new errata of your own. To submit new errata, click on the “submit” option. The “Submit Test Generator Errata” page will give you access to a form, detailing your errata submittal. If you select “Question/Answer” from the “Test Generator Section” drop-down menu, it is important that you supply the item number for the test question you are reporting. This number can be found printed immediately above each test question on your test answer key. The document accompanying this letter details the structure of the test question ID number, making it easy for you to determine from which workbook, lesson number and learning objective the test question was taken. At this point, you can enter a description of the problem in the text box. If you have suggestions for how the problem might be corrected, that would be very helpful as well. You will also have the option to submit an attachment with your submittal if that makes it easier to explain the problem or to offer a solution for the problem.

Once you have submitted your errata suggestion, you will receive an e-mail confirmation from the NJATC, indicating that your errata information has been received.

National Electrical JATC Course Procedures for Using Test Generators, Tests, Answer Keys & Grade Reports

Test Identification

An unlimited number of variations of any test can be printed from the *Test Generator*. An unlimited number of re-ordered (scrambled) variations of a previously generated test may also be printed from the *Test Generator*. Each unique test variation printed from the *Test Generator* is identified with a time stamp near the lower right hand corner of each page, as well as a sequentially generated unique test number. This number must be used in matching tests with answer keys and in reprinting previously generated tests and answer keys. This number contains, among other information, the year, month, day, hour, minute, and second (in Pacific Daylight Time) that the test was generated. Either the time stamp or the unique test number (Test_1521 in the example below), or a combination of this information, may be used to identify tests that you have previously generated.

Example: ©2005 NJATC-Section 4 Test: Tue May 24 08:41:29 PDT 2005
Test_1521

Each question printed on an answer key is identified with a unique number (printed directly above each question) that is used in tracking the question within the *Test Generator* database. This number is also useful in allowing an instructor to identify the **LESSON** and **OBJECTIVE** that a test question addresses. The following diagram and example will help you interpret these identification numbers.

Question Number
Objective Number
Lesson Number
Workbook Number
J203-05/012/03/06952

Example: Workbook J203 (AC Theory)
Lesson Number 12
Objective Number 3
Question Number 6952

The workbook number can be found printed in the lower right-hand corner of the back cover on each *Instructor Guide (IG)* or *Student Workbook (SW)*. The NJATC can identify a specific test question using only the **QUESTION NUMBER**. So, at a minimum, the **QUESTION NUMBER** must be communicated to the NJATC when inquiring about or when giving feedback to the NJATC about specific test questions