

Table of Contents

Table of Figures	3
Table of Assessment Tasks and Tools	4
Introduction.....	7
Determining Critical Results.....	10
Determining Critical Results.....	11
Unit and Course Design Process.....	11
1. Identify Desired Results.....	11
2. Determine Acceptable Evidence	11
3. Plan Learning Experiences and Instruction.....	11
Aim Of Guidance And Career Education Curriculum	12
CRITICAL AREAS OF LEARNING	13
Learning Strategies 1-CRITICAL AREAS OF LEARNING.....	15
Career Studies-CRITICAL AREAS OF LEARNING	16
Assessment Task Design.....	17
Designing and Assessing Tasks	17
Four Criteria for Successful Design.....	17
Types of Assessment.....	19
Methods of Assessment	19
Criteria for Selecting an Assessment Method	20
Refining the Choice of Assessment Method	21
Assessment in Guidance and Career Education	22

Designing Assessment Tasks: Learning Strategies 1	22
Designed Assessment Tasks	22
Assessment Tools for Learning Strategies 1	33
Designing Assessment Tasks: Career Studies.....	52
Designed Assessment Tasks	52
Assessment Tools for Career Studies.....	62
Recording Evidence of Student Achievement.....	81
Summary of Evidence Templates (Grades Templates).....	81
Chart #1 Summary of Evidence-One Class Per Page-Without Learning Skills.....	82
Chart #2 Summary of Evidence-One Class, Three Assignments Per Page-With Learning Skills	83
Chart #3 Summary of Evidence-One Class One Assignment Per Page-With Learning Skills	84
Chart #4 Summary of Evidence-One Student, Multiple Assessments Per Page-With Learning Skills.....	85
Evaluating Student Achievement	86
A Process For Making Formal Judgements	86
Evaluating Term Work.....	86
Completed Summary of Evidence Chart for Career Studies.....	87
15 Point Scale (with Conversions from Levels to Percent).....	89
Marks Template: Summary of Evidence Chart#4.....	90
Reporting on Student Achievement.....	91
Report Card Comments.....	91
Criteria for Effective Report Card Comments	91
A Sample Report Card Comment	92
Sample Report Card Comments for Four Levels of Achievement-Learning Strategies 1	93
Sample Report Card Comments for Four Levels of Achievement-Career Studies.....	94

Table of Figures

Figure 1 The REFLECTION Process	8
Figure 2 Linking the Resources	9
Figure 3 Steps from the Curriculum to the Report Card	10
Figure 4 Wiggins and McTighe	12
Figure 5 Relating CRITICAL AREAS OF LEARNING	13
Figure 6 CRITICAL AREAS OF LEARNING for Career Studies	14
Figure 7 CRITICAL AREAS OF LEARNING for Learning Strategies 1	14
Figure 8 Learning Strategies 1 Relating CRITICAL AREAS OF LEARNING to Expectations	15
Figure 9 Career Studies Relating CRITICAL AREAS OF LEARNING to Expectations	16
Figure 10 Methods of Assessment	19
Figure 11 Example of Assessment Method Selection	20
Figure 12 Refining the Choice of Assessment Method	21
Figure 13 Completed Summary of Evidence Chart	87
Figure 14 15 Point Scale	89
Figure 15 Marks Template Summary of Evidence Chart #4	90
Figure 16 Effective Report Card Comment	91
Figure 17 Sample Report Card Comment	92

Table of Assessment Tasks and Tools

Assessment Tools	
Checklists	
Career Planning Process.....	62
Conflict Resolution Strategies.....	45
Note Taking Strategies.....	40
Personal Management Skills.....	38
Personal Promotion Package.....	79
Planning and Assessing Progress.....	37
Problem Solving.....	48
Reading Strategies.....	35
Short and Long Term Learning Plan.....	77, 78
Teamwork.....	49
Vocabulary Strategies.....	35
Rubrics	
Building Pathways.....	75
Career Planning Process.....	62
Communication Skills.....	68
Conflict Resolution Strategies.....	45
Consensus Building and Negotiating Skills.....	67
Creating and Presenting a Portfolio.....	63
Critical Areas of Learning.....	33
Decision Making.....	44
Information Interview.....	46
Learner Profile.....	34
Learning Plan Flow Chart.....	42
Learning Styles.....	47
Note Taking Strategies.....	40
Personal Profile.....	69
Personal Promotion Package.....	79, 80
Planning and Assessing Progress.....	37
Portfolio Development.....	64
Portfolio Process.....	51
Presentation.....	43
Problem Solving.....	48
Project Management.....	72
Reading for Information.....	36
Reflection.....	39, 50
Research/Inquiry Process.....	70
Short and Long Term Learning Plan.....	77, 78
Teamwork.....	49
Teamwork and Communication Skills.....	66
Trends, Transitions and Change.....	76
Writing.....	41
Assessment Tools by Critical Area	
Career Studies	
Building Self Knowledge.....	69
Career Planning Process.....	62, 75, 76, 77, 78
Job Search Skills.....	79, 80
Personal Management and Interpersonal Skills.....	66, 67, 68, 70, 72
Research/Inquiry Process.....	70, 72
Self Directed Learning.....	64
Trends, Fields of Work, Occupations.....	76
Learning Strategies 1	
Building Self Knowledge.....	34
Goal Setting, Decision Making, Planning for Action.....	42, 43, 44
Interpersonal Skills.....	45, 46, 48, 49, 50, 51
Learning Skills	
Learning Preferences.....	47
Literacy.....	36, 40, 41
Overall.....	35, 48, 49, 50, 51
Thinking.....	37, 38, 39
Personal Management Skills.....	37, 38, 39

Problem Solving.....	48, 49, 50, 51
Research/Inquiry Process.....	40, 41, 46
Designed Tasks	
Building Pathways.....	57, 58
Building Transferable Skills.....	54
Conflict Resolution.....	29
Creating a Learner Profile.....	24
Creating a Zine.....	23
Creating and Presenting a Portfolio.....	53
Improving in a School Subject.....	26
Investigating Your Community.....	27
Learning Plan.....	60
Occupational Research - What's Out There?.....	57
Organizing an Event.....	32
Personal Promotion Package.....	61
Putting Learning Styles to Work.....	31
Reading for Information.....	25
Short and Long Term Learning Plan.....	28
Taking Responsibility for Learning.....	30
Teamwork Skills.....	55
The Career Planning Process.....	51, 52
The Ideal Classroom.....	31
What If? Trends, Transitions and Change.....	59
Who Am I? A Personal Profile.....	56

Designed Tasks by Critical Area

Career Studies

Building Self Knowledge.....	56
Career Planning Process.....	58, 59, 60
Interpersonal Skills.....	55
Job Search Skills.....	61
Personal Management Skills.....	57
Research/Inquiry Process.....	57
Self Directed Learning.....	54
Trends,Fields of Work, Occupations.....	59

Learning Strategies 1

Building Self Knowledge.....	24
Decision Making.....	28
Goal Setting.....	28
Interpersonal Skills.....	29, 30, 32
Learning Skills.....	32
Learning Preferences.....	31
Literacy.....	25, 27
Thinking.....	26
Personal Management Skills.....	26
Planning for Action.....	28
Problem Solving.....	32
Research/Inquiry Process.....	27, 30