

## 6 Reporting Pack

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1

**Marks: Class Results Record**

This most important administrative document must be signed by the Dean and the TC's Quality Officer.



2

**Yearly: April Report**

Once a year you are asked to report on the very basic facts and numbers that tells the story of your TC.



3

**System: Quality Management QMS**

A system for yearly determining the capability of personel and faculty to improve skills and service and to get feedback from the students (Pack 2a)

# ***Fair Evaluation***

*The purpose of tests, assignments and tasks — giving credit for completed work*

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Evaluation involves several factors. To evaluate students to give them credit for their work, is a systematic process. Every module has to be included separately in order to count fairly towards a collective average mark. Evaluators must be competent to issue a fair mark. This they attain by a training process. The process and the people involved must do their work with honesty to guard the integrity of the whole process. The student or learners are respected by giving them security, dignity and self-worth. Lastly, the interests of the public are protected as the qualifications they are offered must indicate learning to be well completed as they may provide work to job-seekers. All this makes evaluation a very responsible task.

## **An incentive to do work**

Learners know that evaluation investigates their work and their diligence. It is not possible to achieve the credits through short-cuts. Part of the work cannot be left out. They are called to

It should therefore inspire them to work hard to achieve success and even an accolade from their facilitators that they have done exceptional work.

## **A call to excellence**

Evaluation is a challenge to every learner to live a life above reproach. It helps to set a standard that others will aspire to. Setting the standard is easy. Holding to it is the challenge. But whatever the effort, nothing of value should prove to be so impossible.

## **A quality check of mentoring**

Both web-based tests as well as tutor-marked assignments are called for. A comparison is possible to see how consistent the marks of the tutor are as compared with the computer-obtained evaluation marks. Mentors also learn through this process.

## **Recording learning completed**

Evaluation is also important because the learning a student completes is being recorded. It will evaluate the knowledge in a particular credit area. These tests are designed to assess whether or not he has college-level knowledge of the course.

## **A part of formal academic performance**

Just as learners have to write essays, partake in group discussions, do research in the library and on the Internet, prepare and make oral reports – so also they have to write tests. They must also learn how to understand the question correctly, not leaving out a question or a page or spend too much time on one section. Knowing how to handle tests well is a very important part of normal academic activity.

# ***Class Results Record***

*Summary of Test Records Cert & Dipl. in Ministry Bible School Mentoring*

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This is the document used to furnish us an accurate record of the student's achievements throughout the program. Upon receiving a CRR, we will issue signed Certificates and Diplomas which accurately testify of the students earned credits. This document must first be signed by the **Quality Officer** who, by means of a signature, approves the process to have been educationally sound according to the principles of CQA as laid down by Calvary Academics.

The Module Marks each consist of three assessment components:

## **Tests: A Test set by Calvary on each module.**

The tests are marked by the Tuition Centre, using the model answers. The **tests** must be recorded on your Student Study Record as a percentage. It is then added to the marks of the next two points and divided by three to arrive at a Module Mark. The test measures the student's ability to remember facts and also to understand concepts in their context. Questions are asked in five different ways in order to ensure that tests remain interesting, abilities are challenged, ensuring an overall balance.

## **Two assignments per module are marked**

The Report Writing book gives 9 pages of guidance for the writing, advice on and marking of reports. Each student should have this book. Assignment 5c, 5d, (diploma) or even 6 may be undertaken by students who seek a challenge. The marking schedule provided may be used. This marking schedule is also known to the student and acts as a guideline. Marking will be fair. If you can't spell, you cannot lose 20%. To get high marks for an assignment, a lot of things must be done well.

## **One prescribed practical Task is assessed**

The **Tasks** are listed on page 10 of the **Task Book**. The rest of the book is dedicated to the marking and recording of the marks of the various tasks. Certain Tasks can be marked by a group and others by the student leader(s) or lecturers. The situation in every Tuition Centre will determine which method will be followed.

## **Calculate the Module Mark and record the results**

An average mark is calculated using as many module marks as are needed for the course. Full names as required for the Certificate and the correct student numbers must be entered. **P, C, F** will indicate the grade (**P**ass, **C**um Laude, **F**ail.) Please indicate the date which you would prefer to appear on the official document if you know the date of graduation. We will otherwise use "today's date", whenever we print out the Certificate or Diploma.













# Tuition Centre – Yearly April Report

Name of Centre: \_\_\_\_\_

Centre Number:

Name of Dean: \_\_\_\_\_

Date of Report:

**We hereby report on the student numbers, staff, facilities and activities at the TC:**

**A. Student Numbers:** (We are not so much interested in your initial intake, rather those left over around March or beginning April, the numbers having been stabilised to a large measure.)

First Phase (First Year)       Second Phase (Second Year)       Third Phase (Third Year)       Fourth Phase (Fourth Year)

**Total Number of Students in the Tuition Centre:**

**B. Lecturer Numbers:** (Please indicate the number of lecturers primarily lecturing at the following levels. If someone lectures at two different levels, add his or her number to the highest level)

First Phase (First Year)       Second Phase (Second Year)       Third Phase (Third Year)       Fourth Phase (Fourth Year)

**Total Number of Lecturers in the Tuition Centre:**

**C. Certificates Issued:** (Please indicate the number of certificates presented at the last Graduation Celebration Gathering or Diploma Celebration Gathering)

First Phase (First Year)       Second Phase (Second Year)       Third Phase (Third Year)       Fourth Phase (Fourth Year)

**Total Number of Certificates earned last year:**

All credit documents are here termed as "certificate".

**D. Resources:** (Please indicate the number of items in each category you have to offer to students to enable them to do research on different levels. **Remember:** CLT sells library sets to help you.)

Library Books       DVD /Audio CD's       CD Rom (Data)       Internet Connection

**Budget and donations to improve the above: R**

**E. Lecturer Training:** (Please indicate the number in each category through which your staff received or sought further training in any field to become better lecturers or gain more knowledge.)

Seminars       Courses       Self-study       Qualification

**F. Positive & Negative:** (Please indicate reasons of concerns and delight, rated 0 to 9.)

praise/challenges:

Word based       Practical       Inspiring       Fair fees

Acceptance       Translation       Logical flow       Attendance

Theology Content       Up-to-date       Academic level       Skills as part

Values 0 to 9: 0 item never heard of or at low level; 9: often heard as praise or at high level

**G. Declaration:** We hereby confirm that the above is a fair evaluation to the Tuition Centre's standing. Numbers may fluctuate but we understand that this is an estimated report of the performance, health and challenges of the Tuition centre as it is on this date.

**Quality Officer:** ..... **CEO or Dean's Signature:** .....

# ***Your Response:***

## ***Administration Forms***

***Please send us an e-mail to get the **Admin Pack.*****

***These are the basic student registration forms, lecture schedules, bridging courses, material ordering planner and a student fees register.***

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**Note:** Calvary Academics do not offer any qualifications but help Tuition Centres to Mentor students who are registered at a place of Higher Education. We do not issue qualifications, but gives advice to plan life-long learning.