



## Details

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### General Information

<b>Civic Objective#:</b>	50	<b>Program Year:</b>	2018-2019
<b>Civic Objective:</b>	Identify and demonstrate the study skills and self-management skills necessary to succeed in post-secondary education, training and career.		
<b>TOPSpro Form #:</b>	050	<b>AAP #:</b>	50.1
<b>Assessment Type:</b>	Written		
<b>Level Range</b>			
<b>From:</b>	Beginning High	<b>To:</b>	Advanced

### Language and Literacy Objectives

Language and literacy objectives with an asterisk (*) are suitable for beginning low level students.	
4	*Create a study calendar based on a course syllabus.
5	Compare related course syllabi in terms of content, work load, other expectations.
6	*Identify key features of a text (such as titles, subheadings, sources, key words, and visual elements) and explain their purpose.
7	Take notes on an informational reading, lecture or other aural presentation.

### Additional Assessment Plan Tasks

#### Task: 1

<b>Description:</b>	<p><b>Compare Syllabi, Calendar Syllabi Content ( 14 points possible)</b></p> <p>Given two authentic or level-appropriately complex syllabi (e.g., overlapping test dates, reading assignments that need to be apportioned, higher-level content), student (IH-A) will create a study calendar which includes appropriate study times to complete each assignment using a digital calendar or a time-management app. If necessary, agencies may use a printed version of the calendar app.</p> <p>Given two simple course syllabi, student (BH-IL) will create a study calendar which includes</p>
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appropriate study times to complete each assignment using a digital calendar or a time-management app. (Simplified for BH by pre-filling some of the items on the calendar, by providing partial syllabi, or by requiring a shorter time span on the calendar). If necessary, agencies may use a printed version of the calendar app.

**Points Possible:** 14      **Level:** Beginning High - Advanced

Scoring Rubric		Points
Content		
80% of items assigned to IH- A student are correct		14
70% of items assigned to IH- A student are correct		12
60% of items assigned to IH-A are correct or 80% of items assigned to BH-IL student are correct.		10
70% of items assigned to BH- IL student are correct		8
60% of items assigned to BH-IL student are correct		6
Fewer than 60% of the items given to BH-A student are correct		0

### Task: 2

**Description:** Take and organize notes (20 points possible)  
After studying and practicing notetaking strategies, student (IH-A) will take notes and organize them based on a short lecture or text optimally using a word processing or a note-taking app. Student will send the notes to the assessor electronically (optimal) or print out and give to assessor. If not using a computer, student will take notes by hand, optimally on a printed version of a note-taking app and can transfer them to digital form.

**Points Possible:** 20      **Level:** Intermediate High - Advanced

Scoring Rubric		Points
Content		
Addresses all parts of the task effectively. Items are notes and are clearly expressed. No inference is required.		18
Addresses all parts of the task adequately. Some items are notes but may not be clearly expressed. May require minimal inference.		16
Addresses some parts of the task adequately. Some items may not be in notes or may not be well stated. May require some inference.		14
Addresses the task minimally. Many items may not be notes and may be unclear. May require a substantial degree of inference.		12
Nothing written or content is incomprehensible or inappropriate.		0
Format, Neatness and Legibility		
Correct format, neat, legible. Spelling errors do not interfere with meaning.		2
Incorrect format, not neat or legible, or spelling errors interfere with meaning.		0

### Task: 3

**Description:** Identify key features of a text (14 points possible)  
Provided with a text, student will identify and provide examples for up to 9 (BH=5, IL=9) of its key features in a note-taking framework such as: date, author, title, section headings, key

		vocabulary, sources, sidebars, footnotes, captions, graphs, illustrations.	
<b>Points Possible:</b>	14	<b>Level:</b>	Beginning High - Intermediate Low
<b>Scoring Rubric</b>			<b>Points</b>
Content			
80% of the items assigned to Intermediate Low level students are correct			14
70% of the items assigned to Intermediate Low level students are correct			12
80% of items assigned to Beginning High level students are correct.			10
70% of the items assigned to the Beginning High level students are correct.			8
Less than 70% of the items assigned to Beginning High or Intermediate Low level students are correct.			0

#### Rating Scale

<b>Total Points Possible:</b>	34
<b>Advanced:</b>	30
<b>Intermediate High:</b>	26
<b>Intermediate Low:</b>	19
<b>Beginning High:</b>	14
<b>Beginning Low:</b>	
<a href="#">View Civic Obj &amp; AAP List</a>	

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