

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 personnel 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

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 (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 excellence in the service of the Lord. 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. Tutors also learn through this process.

Recording learning completed

Evaluation is important because the learning which a student completes, is being recorded. It evaluates 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

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 student's 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 consists 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 other marks by means of a weighted averaging formula. 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.

Assignments for the modules are marked

The **Report Writing** book gives guidance for the writing, advice on and marking of reports. Each student should have access this e-book. Assignment for diploma level are at a higher standard than for certificate level. 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, several things must be done well.

Three prescribed practical Task are assessed (Praxis Mark)

The **Tasks** are listed in the **Praxis workbook**. The marks are recorded on the second last page of the workbook. 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. Add the marks up for an average.

Three Skills and an IT Skill are Tested (Skills Mark)

Every phase of 80 credits has three practical skills allocated as part of the Church Life curriculum. There is also one IT skill. These four skills must each be tested for a mark and an average entered into the student's **mark schedule** on the new CLT Student Administration Programme (which is on the **CAP**). One page is an entry page for each student and another page serves to present a Class Record which is used for your records and for reporting to us in order to apply for certificates.

Class Results Record

Indicate the day of your graduation:.....(or we will choose today's date).

Certificate in Ministry 55/120

Centre Name: _____

TC No:

End	Full Names,	Surname	Student Num.	EA	EB1	EB2	EC1	EC2	ED	EE	PC	EF	EG1	EG2	EH	EJ1	EJ2	PD	Ave	CL

The Tuition Centre solemnly declares that three elements make up the points, to be verified at a mentor visit. 55 Credits —> 120 Credits —>
We hereby declare these test/task/report records to be true and correct. Signed: _____ Dean _____ Qual.Offc.

Class Results Record

Indicate the day of your graduation:.....(or we will choose today's date).

Diploma in Ministry 184/240

Centre Name:

TC No:

End	Full Names,	Surname	Student Num.	EK	EL1	EL2	EM1	EM2	EN1	EN2	EP1	EP2	EQ1	EQ2	ER1	ER2	ES1	ES2	Ave	CL	

The Tuition Centre solemnly declares that three elements make up the points, to be verified at a mentor visit. 184 Credits → 240 Credits →
We hereby declare these test/task/report records to be true and correct. Signed: _____ Dean _____ Qual.Offc.

Class Results Record

Indicate the day of your graduation:.....(or we will choose today's date).

Cert. in Christian Discipleship

Centre Name: _____

TC No:

End	Full Names,	Surname	Student Num.	CHB1	OTS1	VCH	LSN	MSW	CHB2	GSA	LRN	DGR1	SLT	UST	MPX1				Ave	CL

The Tuition Centre solemnly declares that three elements make up the points, to be verified at a mentor visit. 80 Credits —>
 We hereby declare these test/task/report records to be true and correct. Signed: _____ Dean _____ Qual.Offc.

Class Results Record

Indicate the day of your graduation:.....(or we will choose today's date).

Diploma in Leadership

160

Centre Name:

TC No:

End	Full Names, Surname	Student Num.	QPV1	OTS2	ICV	MRF	WNB	IPR	CHM1	SRM	ISC	CHL1	GJH1	MPX2					Ave	CL

The Tuition Centre solemnly declares that three elements make up the points, to be verified at a mentor visit. 80 Credits —>
We hereby declare these test/task/report records to be true and correct. Signed: _____ Dean _____ Qual.Offc.

Class Results Record

Indicate the day of your graduation:.....(or we will choose today's date).

Advanced Diploma in Ministry 240

Centre Name:

TC No:

End	Full Names, Surname	Student Num.	MPR1	OTS3	SWE	PCH	CMB	PTR1	SCR	ENG	CHL2	GJH2	MNP	MPX3				Ave	CL

The Tuition Centre solemnly declares that three elements make up the points, to be verified at a mentor visit. 80 Credits —>
We hereby declare these test/task/report records to be true and correct. Signed: _____ Dean _____ Qual.Offc.

Tuition Centre – Yearly April Report

Name of Centre: _____ Region: 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 80 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:** CA may sell library sets to help you.)

Library Books DVD /Audio CD's Hard drive 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.)

Word based Practical Find calling Fair fees
 Spiritual growth Correct topics Logical flow Interesting
 Theology Content Current info Academic level Skills applicable

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.