

Guideline for Student Exam

Check list (before the lesson)

Please make sure that you understand following:

- ☐ Purpose of the exam.
- ☐ How you grade your student.
- ☐ The questions and expected answers.
- ☐ What students do while they wait for others. (Group lesson)
- ☐ Vocab test your students will take.

Check list (before you leave classroom)

Please make sure that you have done following:

- ☐ Send comment on talknote ("you & Staff" group).
- ☐ Comment is specific enough that student and parents can understand their skills.
- ☐ Hand over the exam sheet to a staff.
- ☐ Make lesson record on Nyoibox / Kintone.

Purpose of the Exam

1. To assess what the students have learned and absorbed, and to make sure our approach is doing right way. (both Everest and student sides)
2. To inform students and parents of their current acquisition status, what they're good at, and what they should work on more to improve their English skills. (Parents and student side)

Background

Parents want to know this is the right investment for their son/daughter. Plus, they don't have any measurement how much their kids are improving. Therefore, they require your professional assessments to understand the current status how much their children have acquired English so far and how they should support children's learning.

This exam report will be printed out special paper, and deliver to their home. Your name will be on the sheet as a professional English teacher and examiner, and they will read through all of your comments in detail. This is also the point that we are evaluated by parents.

How to Proceed the Student Exam

① Preparation (30 minutes)

1. Get an exam sheet from the shelf. (※We are working on this)
2. Fill out the cell such as the date, student's name, and your name.

Date		Term Exam	Explore our World 4		Total score:
Student name			Exam teacher		## /80

3. **Take a look at all the questions, worksheets, and textbook** during the preparation time so that you can understand the target grammar/expression(s). Look at the rubric on the backside of this sheet as well. "

② Lesson (1 hour / 2 hours)

4. Ask students given questions. Write down the grades 1-5 (1 is the best, 5 is the worst). It takes approximately 15-20 minutes. If the question is too odd to ask, please modify to make it better, so that students will understand your question easily. You can even expand the questions if it align with the key structures.
5. If you have a group lesson, please let your students review the whole book, take a vocab test, or fill out a weekly schedule sheet while they are waiting for others.
6. After all the students finish the exam, review questions which they could not answer in complete sentences, with proper grammar, and/or quickly.
7. Pick up one or two unit(s) which your student(s) could not answer well and give lesson so that student can review what they have learned. Let them practice the same pattern many times until they get to say it naturally without seeing any materials.

Wk	Textbook	Context	Grade	Score
Q1	I want to explore our World 4	Unit 1: Finding #1 Q1: Did you do your homework? Q2: Did you take a bus? Q3: Do you eat fruit every day?		#N/A

③ Vocab test / Assessment (30 minutes)

8. Students should take a vocab test of the book to review the whole book instead of the regular one. Students check their score for the translation part by themselves. Test their pronunciation. (This is something we are preparing at this moment.)
9. Write very detailed comment on talknote (you&staff group) and send it to staffs while students take vocab test. See the backside to find sample.
10. Hand over the exam sheet to a staff. Please **do not put it in the green folder**.
11. Record the lesson in Nyoibox/Kintone as usual.

Rubric

Here is the rubric showing how you grade your students.

Please take a look and grade your student properly.

1. Great	<ul style="list-style-type: none">• Answering a whole sentence.• Respond immediately.• Not only answered the question but kept the conversation going.• No grammar mistakes.• The student produce the idea by themselves.
2. Very Good	<ul style="list-style-type: none">• Be able to answer correct way of expected answer.• 1-3 grammar mistakes.• Took a few second to answer.• Trying to answer student's original idea.
3. Good	<ul style="list-style-type: none">• Answered less than what was expected.• Took longer to response.• 4-6 grammar mistake.• Answered using the book exact pattern.
4. Fair	<ul style="list-style-type: none">• Just one word response.• Took a long time.• wrong grammar.
5. Poor	<ul style="list-style-type: none">• Cannot answer anything.• No response.• The answer is not matching with the question.• Cannot understand what a teacher is saying.

Feedback Comment Samples

Here are samples for feedback comment.

As your student and parents will read your comment, detailed and specific comment from professional is required. Mention both strength and weakness. Give specific examples of mistakes and errors students made.

Good sample	<p>She did fair enough in the test. It took her some time to respond because she could be careful with grammar points and understand some long questions. Correct tenses of the verb are one of her weak points, particularly the past tense, which is the core of test units 5 and 6. Also, she completely could not recognize kinds of illnesses in English, so it took her so much time before giving up on answering them. Moreover, questions on vacations gave her total confusion as she interchanged the answer for every question. I think that she has to get used to WH questions and general questions so that, at the very least, she may answer with grammar mistakes yet incomprehensible responses.</p> <p>T: When will your friend go on vacation?</p> <p>M: She will... (she answered an activity instead of future time expression).</p> <p>Vocabulary words and remembering proper responses are the points she has to improve on.</p>
Poor sample	<p>She did well on her exam. She's eager to learn. She made a few mistakes but the answers are still understandable. She needs to work on tenses.</p> <p>(With that comment, they have no clue what and how to make it change on their English learning habit, process, or the way of thinking.)</p>
Points to improve	<ul style="list-style-type: none"> • She did well on her exam. <ul style="list-style-type: none"> →How? Which part she did well? <ul style="list-style-type: none"> unit/ grammar/ pronunciation/ quick response etc. • She made a few mistakes but the answers are still understandable. <ul style="list-style-type: none"> → What was the questions? What kind of mistakes she made? Give examples. • She needs to work on tenses. <ul style="list-style-type: none"> → Which tenses she cannot use properly? past/ future/ present perfect etc. <ul style="list-style-type: none"> Why do you think so? What was the questions and what was her answer?