

Observation checklists on myAMES

Last Modified on 10/07/2022 7:49 pm AEST

Introduction

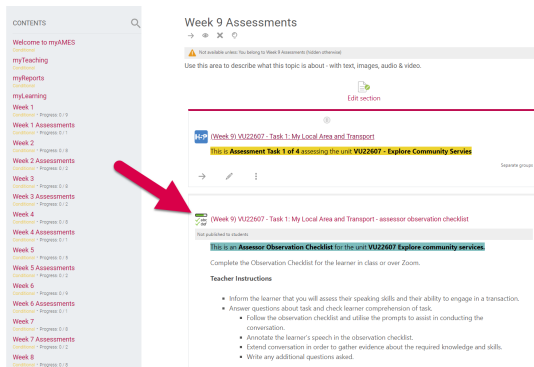
Observation checklists can now be completed on stored on myAMES, removing the need to upload a pdf file to Markbook for each student.

If needed teachers can still use print assessments.

The current print version of this Assessment Task along with the Assessor Pack can be found in MS Teams: Education, Teaching, Curriculum & PD > Current Assessments.

- Fill in the Observation Checklist during the assessment.
- Save a pdf file with quotes, observations and comments for each student.
- Upload the pdf files to Markbook.

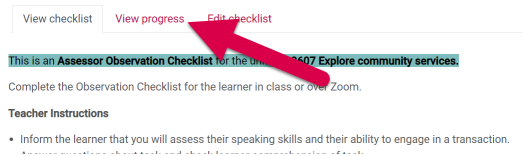
Completing an observation checklist



Locate the checklist

- Checklists can be found in the relevant weekly or GAP assessment section.
- Click on the title of the checklist to open the activity.

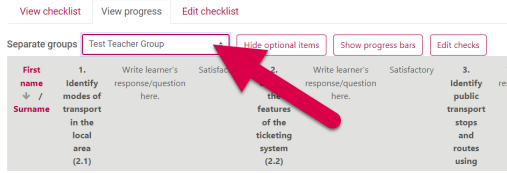
(Week 9) VU22607 - Task 1: My Local Area and Transport - assessor observation checklist



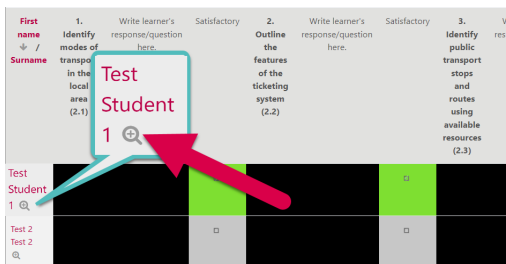
Find your student

- Click 'View Progress' to view the list of students

(Week 9) VU22607 - Task 1: My Local Area and Transport - assessor observation checklist

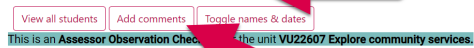


- Find your markbook group in the 'Separate groups' drop down menu



- Find your student and click the magnifying glass icon next to their name to bring up their checklist.

Checklist for Test Student 1



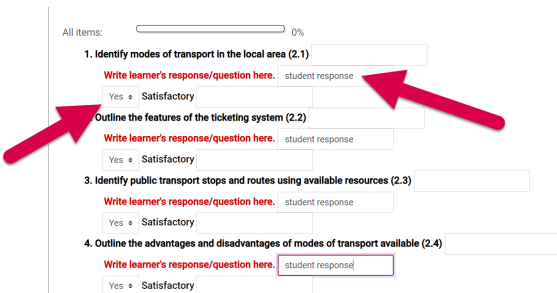
Complete the Observation Checklist for the learner on the page or over Zoom.

Teacher Instructions

- Inform the learner that you will assess their speaking skills and their ability to engage in a transaction.
- Answer questions about task and check learner comprehension of task.

Complete the checklist

- Check you have the correct student, their name will appear at the top of the page
- Click 'Add comments'



- After clicking 'Add comments' text boxes and drop-down menus will appear under each performance criteria
- Select 'Yes' from the drop-down menu to record the satisfactory completion of each performance criteria
- Record the learner responses and any required comments or additional information in the text boxes

Task outcome (S/NS): S

Assessor name and date (D/M/YY) assessment completed: Test Teacher 6/7/22

Save Save and show next Next

- Type 'S' or 'N' in the text box at the end of the checklist to record the outcome of the assessment
- Type **your name** and the **date of the assessment**
- Click 'Save'

IMPORTANT: Make sure you enter the date you assessed the task, not the date you complete the observation checklist if you are transcribing it to myAMES at a later date.

Checklist for Test Student 1

View all students Add comments Toggle names & dates

This is an Assessor Observation Checklist for the unit **VU122607 Explore community services**.

Complete the Observation Checklist for the learner in class or over Zoom.

Teacher Instructions

- Inform the learner that you will assess their speaking skills and their ability to engage in a transaction.
- Answer questions about task and check learner comprehension of task.
 - Follow the observation checklist and utilise the prompts to assist in conducting the conversation.
 - Annotate the learner's speech in the observation checklist.
 - Extend conversation in order to gather evidence about the required knowledge and skills.
 - Write any additional questions asked.

All items: 100%

- 1. Identify modes of transport in the local area (2.1)**
Write learner's response/question here. Jayde Shaw: student response
Yes + Satisfactory
- 2. Outline the features of the ticketing system (2.2)**
Write learner's response/question here. Jayde Shaw: student response
Yes + Satisfactory
- 3. Identify public transport stops and routes using available resources (2.3)**
Write learner's response/question here. Jayde Shaw: student response
Yes + Satisfactory
- 4. Outline the advantages and disadvantages of modes of transport available (2.4)**
Write learner's response/question here. Jayde Shaw: student response
Yes + Satisfactory

Task outcome (S/NS): Jayde Shaw: S

Assessor name and date (D/M/YY) assessment completed: Jayde Shaw: Test Teacher 6/7/22

Save Save and show next Next

Editing the checklist

- Once you save the checklist your comments will appear in yellow. To edit click 'Add comments'.
- After editing click 'Save'.