ASSESSMENT INDIVIDUAL CHECKLIST

See presentation 3.3

Each candidate will be asked to do a 20-minute presentation with the audience. The presentation will be in a synchronous electronic learning format. The topic can be chosen by the candidate. The presentation should be sent to the examiner before the assessment day. The platform to be used will be decided by the examiners and the link will be sent to all candidates.

Candidate Name:……………………………………………………………………………………………………….

Date:……….

Assessors Name: ………………………………………………………………………………………………….

SKILL	INSUFFICIENT (0 point)	SUFFICIENT (1 point)	GOOD (2 points)	OPTIMAL – THE BEST (3 points)
1 - General preparation of the course We expect to see the 4 stages of course presentation about whatever topic by using a MS Powerpoint presentation. It should be clear to demonstrate the understanding of the design process (planning, implementation, evaluation and review) - link xxxxxx *(0 - inability, 1 - Yes – ability to run at least 1 stage, 2 - Yes – ability to run at least 2 stages, 3 - ability to run all stages)*				
2 -ICT skills e.g. use of the platform, - use of tools - Ability to use a variety of tools *(0 - inability, 1 – less than 2 tools, 2 – use of 3 tools, 3 – more than 3 tools)*				
3 - Ability to use active learning techniques /tools – e.g.				

brainstorming, making questions, group activity, exercises, using a chat etc *(0 - inability, 1 - Yes – using at least 1 technique, 2 - Yes very often – using at least 2 techniques , 3 - using more than 2 different techniques)*				
4 - Master in conducting and using ice breakers or energizers as activity (live) *(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way*				
5 - Ability to master and use evaluation tools for the evaluation of the course – evaluation method eg menti meter or other activity during the training, final evaluation. *(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way)*				
6 - Ability for verbal communication *(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way)*				
7 - Ability for non-verbal communication e.g. ability to give the voice to others, ability to interact in cell, presentation on the screen, netiquette. eye contact, show interest, show emotions etc *(0 - inability, 1 - Yes even if in a difficult way 2 - Yes in a good way , 3 - Yes in an optimal way)*				
8 - Time management *0 - outside target* *3 - in target (from 18 to 22 minutes)*		▓	▓	
TOTAL Score *Note: for one to pass they need to have at least sufficient in all*				

parameters with a minimum of 12 points				

Assessors Comments on the procedure (optional) :

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Assessors signature:………