

Sample Student Achievement Records

Student _____ Date _____

Project Description: Repaint—complete unit or spot job

Time started _____ Date _____

Time completed _____ Date _____

Estimated time _____ Actual Time _____

| | A 4 | B 3 | C 2 | D 1 | F 0 | Grade points |
|--|--------|--------|--------|--------|--------|-----------------|
| Panel cleaning: selection of cleaners & techniques | | | | | | |
| Masking | | | | | | |
| Sanding: paper selection, handling | | | | | | |
| Power sander handling techniques | | | | | | |
| Feather-edging | | | | | | |
| Primer-surface application | | | | | | |
| Use of glazing putty | | | | | | |
| Paint handling & selection | | | | | | |
| Reducer handling & selection | | | | | | |
| Spray gun handling techniques | | | | | | |
| Cleaning paint equipment | | | | | | |
| Masking removal, cleanup, and rub-out techniques | | | | | | |
| Vehicle cleanup for delivery | | | | | | |

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Fail

Time

Grade points average

Comments:

Instructor _____

Sample Student Achievement Records (cont'd)

Name _____ Year _____

| Activities | Number of Jobs | Number of Hours on Job | Level of Achievement* | Comments |
|--------------------------------|----------------|------------------------|-----------------------|----------|
| Door or Hood Repair | | | | |
| Adjust Door | | | | |
| Adjust Hood | | | | |
| Adjust Door Glass | | | | |
| Adjust Deck Lid or Gate | | | | |
| Adjust Headlights | | | | |
| General Fender Repair | | | | |
| General Rep. Door or 1/4 Panel | | | | |
| Replace Bumper | | | | |
| Replace Grill | | | | |
| Replace Hood | | | | |
| Replace Fender | | | | |
| Replace Windshield | | | | |
| Replace Door | | | | |
| Frame Analysis | | | | |
| Estimating | | | | |
| Soft Plastic Repair | | | | |
| Replace Door Skin | | | | |
| Pulling Equipment Usage | | | | |
| Replace 1/4 Panel | | | | |
| Structural Repair Unitized | | | | |
| Production #1 | | | | |
| Production #2 | | | | |
| Water Leaks | | | | |
| Stationary Glass | | | | |
| SMC | | | | |

*Level Of Achievement: Excellent, Good, Fair, Poor

NOTE: If fair or poor, please comment on why.

Sample Student Achievement Records (cont'd)

CURRICULUM-BASED VOCATIONAL ASSESSMENT (CBVA) RATING FORM

| | | | |
|---|---|---|--|
| Name _____ ID# _____ Exceptionality _____ Home School _____ Shared-time School _____ ESE Dept. Chairperson _____ | Scale Y = Yes N = No DO NOT RATE ANY ITEM NOT OBSERVED | School Year(s) _____ Grade(s) _____ Course Name: _____ Course #: _____ Rater's Name _____ Rater's Signature _____ | Scale P = Proficient M = Pro. w/modification N = Not Proficient DO NOT RATE ANY ITEM NOT OBSERVED |
|---|---|---|--|

| WORK RELATED BEHAVIORS: | Dates: | | | | | SPECIFIC SKILL OUTCOMES: | Dates: | | | | |
|---|--------|-----|-----|-----|-----|---|--------|-----|-----|-----|-----|
| 1. Complies with attendance | Y N | Y N | Y N | Y N | Y N | 31. Identifies hand tools | ___ | ___ | ___ | ___ | ___ |
| 2. Practices punctuality | Y N | Y N | Y N | Y N | Y N | 32. Identifies power tools | ___ | ___ | ___ | ___ | ___ |
| 3. Interacts with teachers or supervisors | Y N | Y N | Y N | Y N | Y N | 33. Uses measuring tools | ___ | ___ | ___ | ___ | ___ |
| 4. Cooperates as a team member | Y N | Y N | Y N | Y N | Y N | 34. Identifies fasteners/parts/panels | ___ | ___ | ___ | ___ | ___ |
| 5. Seeks assistance appropriately | Y N | Y N | Y N | Y N | Y N | 35. Reads, interprets & applies parts & service manuals | ___ | ___ | ___ | ___ | ___ |
| 6. Works unsupervised | Y N | Y N | Y N | Y N | Y N | 36. Demonstrates job seeking skills | ___ | ___ | ___ | ___ | ___ |
| 7. Completes task accurately & in timely manner ... | Y N | Y N | Y N | Y N | Y N | 37. Interprets environmental, safety & health hazards | ___ | ___ | ___ | ___ | ___ |
| 8. Uses good judgement | Y N | Y N | Y N | Y N | Y N | 38. Details shop and vehicle | ___ | ___ | ___ | ___ | ___ |
| 9. Accepts changes | Y N | Y N | Y N | Y N | Y N | 39. Removes, replaces & adjusts bolt on parts & panels | ___ | ___ | ___ | ___ | ___ |
| 10. Accepts constructive criticism | Y N | Y N | Y N | Y N | Y N | 40. Prepares vehicle for repair and/or refinishing | ___ | ___ | ___ | ___ | ___ |
| Displays: | | | | | | 41. Performs miscellaneous repairs | ___ | ___ | ___ | ___ | ___ |
| 11. Initiative | Y N | Y N | Y N | Y N | Y N | 42. Prepares and repairs metal panels | ___ | ___ | ___ | ___ | ___ |
| 12. Integrity | Y N | Y N | Y N | Y N | Y N | 43. Prepares and repairs plastic/fiberglass and sheet molded compound (SMC) | ___ | ___ | ___ | ___ | ___ |
| 13. Frustration tolerance | Y N | Y N | Y N | Y N | Y N | 44. Performs welding skills | ___ | ___ | ___ | ___ | ___ |
| 14. Good manners and personal habits | Y N | Y N | Y N | Y N | Y N | 45. Inspects, measures and repairs | ___ | ___ | ___ | ___ | ___ |
| 15. Appearance required by situation | Y N | Y N | Y N | Y N | Y N | 46. Operates spray equipment and applies materials | ___ | ___ | ___ | ___ | ___ |
| 16. Safe use & proper care of materials/equipmnt.. | Y N | Y N | Y N | Y N | Y N | 47. Diagnoses and repairs advanced electronics | ___ | ___ | ___ | ___ | ___ |
| 17. _____ | Y N | Y N | Y N | Y N | Y N | 48. Diagnoses and repairs front and rear alignment | ___ | ___ | ___ | ___ | ___ |
| 18. _____ | Y N | Y N | Y N | Y N | Y N | 49. Uses computer and estimating skills | ___ | ___ | ___ | ___ | ___ |
| 19. _____ | Y N | Y N | Y N | Y N | Y N | | | | | | |
| 20. _____ | Y N | Y N | Y N | Y N | Y N | | | | | | |

| GENERALIZED SKILL OUTCOMES: | Dates: | | | | | MODIFICATIONS: List date, item #, and modification for each (M) rating. | | | | | |
|--|--------|-----|-----|-----|-----|---|--------|--------------|--|--|--|
| 21. Understands/follows oral directions | Y N | Y N | Y N | Y N | Y N | DATE | ITEM # | MODIFICATION | | | |
| 22. Communicates orally | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 23. Communicates in writing | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 24. Understands/follows written directions | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 25. Applies related terminology | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 26. Applies related measurement | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 27. Applies related math computation | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 28. Demonstrates problem solving | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 29. Demonstrates computer literacy | Y N | Y N | Y N | Y N | Y N | ___ | ___ | ___ | | | |
| 30. Shows interest in occupational area | Y N | Y N | Y N | Y N | Y N | Use back of form to list additional modifications or make general comments. | | | | | |

Sample Student Achievement Records (cont'd)

Name: _____

Directions: Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect employability readiness rather than grades given in class.

Rating Scale:

- 3 Mastered** - can work independently with no supervision.
- 2 Requires Supervision** - can perform job completely with limited supervision.
- 1 Not Mastered** - requires instruction and close supervision.
- N No exposure** - no experience or knowledge in this area.

| INTRODUCTION TO COLLISION REPAIR MODULE | | | | | |
|---|----------|----------|----------|---|--------------------------|
| 3 | 2 | 1 | N | THE COLLISION REPAIR CAREER | ASE Task(s) |
| | | | | 1. Identify opportunities in the auto body field. | NONE |
| | | | | 2. Identify the basic construction of the auto body. | NONE |
| 3 | 2 | 1 | N | MEASURING AND MIXING | ASE Task(s) |
| | | | | 1. Read a rule, fractional-inch and metric. | NONE |
| | | | | 2. Solve problems involving volume and ratios. | NONE |
| 3 | 2 | 1 | N | TOOLS AND EQUIPMENT | ASE Task(s) |
| | | | | 1. Demonstrate safe use and maintenance of general hand tools. | NONE |
| | | | | 2. Demonstrate safe use and maintenance of collision repair hand tools. | NONE |
| | | | | 3. Demonstrate safe use and maintenance of electric and pneumatic hand tools. | NONE |
| | | | | 4. Demonstrate safe use and maint. of electric, pneumatic, and hydraulic equip. | NONE |
| | | | | 5. Describe proper lifting and jacking techniques. | NONE |
| | | | | 6. Identify collision repair tools that are current with industry standards. | NONE |
| 3 | 2 | 1 | N | SAFETY | ASE Task(s) |
| | | | | 1. Identify government agencies regulating the collision repair industry (OSHA, EPA). | E069, E070 |
| | | | | 2. Identify general safety rules. | A047 |
| | | | | 3. Use protective clothing and equipment. | NONE |
| | | | | 4. Identify the proper use of fire protection equipment. | NONE |
| | | | | 5. Use chemicals safely. | NONE |
| | | | | 6. Identify environmental effects of chemicals. | NONE |
| | | | | 7. Identify proper chemical disposal techniques. | NONE |
| | | | | 8. Identify information on and importance of MSD sheets. | NONE |
| | | | | 9. Identify important toxic substances. | NONE |
| 3 | 2 | 1 | N | REFINISHING PROCEDURES | ASE Task(s) |
| | | | | 1. Identify surface preparation technique. | E003 |
| | | | | 2. Strip painted surfaces using chemicals. | E004 |
| | | | | 3. Demonstrate appropriate masking techniques. | A006, E008, E055 |
| | | | | 4. Prepare surface of new panel. | E007, E012–E014 |
| | | | | 5. Prepare surface of damaged panel. | A030, E006 E012, E014 |
| | | | | 6. Demonstrate appropriate sanding techniques. | E005, E016 |
| | | | | 7. Select and apply appropriate primer/primer surfacer/sealant. | E009, E015 |
| | | | | 8. Perform guide coat/block sanding/reprime. | E010 |