

UTAH CTE SKILL CERTIFICATE PROGRAM

ADVANCED GRAPHIC COMMUNICATIONS

STUDENT PERFORMANCE EVALUATION

TEST #564

Student Name: _____

The performance evaluation is a required component of the Skill Certification process. Each student **must be evaluated** on the required performance standards. Performance standards may be completed and **evaluated anytime during the course**.

- Students should be aware of their progress throughout the course, so that they can concentrate on the objectives that need improvement.
- Students should be encouraged to repeat the objectives until they have performed at a minimum of a number 1 or 2 on the rating scale (moderately to highly competent level).
 - 1= highly competent Successfully demonstrated without supervision
 - 2= moderately competent Successfully demonstrated with limited supervision
 - 3= limited competence Demonstrated with close supervision
 - 4= not competent Demonstration requires direct instruction and supervision
- When a standard has been achieved at a minimum of 80% (moderately to highly competent level). "Y" (Y=YES) is recorded on the last line of that standard, on the performance evaluation sheet. If a student does not achieve a 1 or a 2 (moderately to highly competent level), then "N" (N=NO) is recorded on the last line of that standard.
- All performance standards **MUST** be completed and evaluated prior to the written test.
- The **teacher** will bubble in "A" on the answer sheet for item #81 for students who have achieved "Y" on **ALL** performance standards.
- The **teacher** will bubble in "B" on the answer sheet for item #81 for students who have **ONE or more** "N's" on the performance standards.
- The signed performance evaluation sheet(s) **MUST** be kept in the teachers' file for two years.
- A copy is also kept on file with the school's CTE Skill Certification testing coordinator for two years.

Students who achieve a 1 or a 2 (moderately to highly competent) on **ALL** performance standards and 80% on the written test will be issued an CTE Skill Certificate.

100303-01 Students will be able to understand the introduction to the graphics/printing industry.	1	2	3	4
<input type="checkbox"/> Define the role of graphics in the free enterprise system.				
<input type="checkbox"/> Identify print markets and types of print businesses.				
<input type="checkbox"/> Identify and describe the major printing process and products produced by each.				
<input type="checkbox"/> List in order the technical production flow from idea to finished product.				
<input type="checkbox"/> Identify and describe basic printing equipment.				

100303-02 The student will be able to understand and demonstrate safe practices.	1	2	3	4
<input type="checkbox"/> List safety rules involving flammable liquids.				
<input type="checkbox"/> List the steps to be taken in case of injury in the lab.				
<input type="checkbox"/> Identify location(s) of first aid kit(s).				
<input type="checkbox"/> Identify location(s) of eye wash station(s).				
<input type="checkbox"/> Identify where protective safety equipment is needed.				
<input type="checkbox"/> Follow proper safety procedures when operating equipment.				
<input type="checkbox"/> Follow approved shop dress code for safe operation.				
<input type="checkbox"/> Pass general lab safety test.				
<input type="checkbox"/> Read, comprehend and follow instructions on warning labels.				
<input type="checkbox"/> Demonstrate common sense when working with others.				

100303-03 The student will be able to understand and demonstrate basic math skills.	1	2	3	4
<input type="checkbox"/> Solve addition of whole number problems.				
<input type="checkbox"/> Solve addition of fraction problems.				
<input type="checkbox"/> Solve addition of decimal problems.				
<input type="checkbox"/> Solve subtraction of whole number problems.				
<input type="checkbox"/> Solve subtraction of fraction problems.				
<input type="checkbox"/> Solve subtraction of decimal problems.				
<input type="checkbox"/> Solve multiplication of whole numbers problems.				
<input type="checkbox"/> Solve multiplication of fraction problems.				
<input type="checkbox"/> Solve multiplication of decimal problems.				
<input type="checkbox"/> Solve division of whole number problems.				
<input type="checkbox"/> Solve division of fraction problems.				
<input type="checkbox"/> Solve division of decimal problems.				
<input type="checkbox"/> Solve fractional to decimal conversion problems.				
<input type="checkbox"/> Solve decimal to fractional conversion problems.				
<input type="checkbox"/> Solve basic linear measurement problems.				
<input type="checkbox"/> Calculate basic paper cuts from stock sheets.				
<input type="checkbox"/> Solve points to inches conversion problems.				
<input type="checkbox"/> Calculate the appropriate DPI for scanning various originals.				
<input type="checkbox"/> Solve cost calculating problems.				

100303-04 The students will be able to understand and demonstrate measurement systems.	1	2	3	4
<input type="checkbox"/> Measure linear dimensions for printing materials in inches and fraction of inches.				
<input type="checkbox"/> Measure linear dimensions in centimeters and millimeters.				
<input type="checkbox"/> Measure type in points.				
<input type="checkbox"/> Measure copy for reduction and enlargement.				
<input type="checkbox"/> Measure elements in a page layout program.				

The instructor must retain a copy of this Student Performance Evaluation for two years after the student has left the program.

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

School: _____

100303-05 Students will be able to understand and demonstrate digital file preparation.	1	2	3	4
<input type="checkbox"/> Identify the type fundamentals and their uses.				
<input type="checkbox"/> Identify the fundamentals of the digital prepress workflow.				
<input type="checkbox"/> Identify the importance of image resolution.				
<input type="checkbox"/> Identify various digital information storage and their uses.				
<input type="checkbox"/> Identify various desktop publishing applications and their uses.				
<input type="checkbox"/> Design a page with appropriate margins, formatting, guides, trims, and folds.				
<input type="checkbox"/> Import text into a page layout program.				
<input type="checkbox"/> Import an image into a page layout program.				
<input type="checkbox"/> Identify different file formats and their uses.				
<input type="checkbox"/> Identify and describe a halftone.				
<input type="checkbox"/> Define and identify bleeds.				
<input type="checkbox"/> Describe the difference between spot and process color.				
<input type="checkbox"/> Create a spot color in a page layout program.				
<input type="checkbox"/> Describe the difference between RGB and CMYK.				
<input type="checkbox"/> Create a Multi-page layout in a page layout program.				
<input type="checkbox"/> Define the difference between raster and vector.				
<input type="checkbox"/> Create or edit a vector image in an image editing program.				
<input type="checkbox"/> Edit a raster image in an image editing program.				
<input type="checkbox"/> Demonstrate keyboards typing skills.				

100303-06 The student will be able to understand and demonstrate image capture.	1	2	3	4
<input type="checkbox"/> Identify various originals and her scanner settings (ie. Line art, CT, printed, text)				
<input type="checkbox"/> Understand the effect of DPI on file size.				
<input type="checkbox"/> Identify basic scanning hardware.				
<input type="checkbox"/> Identify basic digital camera hardware.				
<input type="checkbox"/> Capture an image using a scanner or digital camera.				

100303-07 The students will be able to understand and demonstrate digital file output.	1	2	3	4
<input type="checkbox"/> Define trapping and its purpose.				
<input type="checkbox"/> Explain the purpose of a folding dummy.				
<input type="checkbox"/> Define imposition and signatures.				
<input type="checkbox"/> Identify computer-to-plate systems.				
<input type="checkbox"/> Identify image and non-image areas on an offset printing plate.				
<input type="checkbox"/> Produce a plate for offset printing.				
<input type="checkbox"/> Define registration marks and their uses.				
<input type="checkbox"/> Describe the purpose of a proof.				
<input type="checkbox"/> Output color separations from a page layout program.				
<input type="checkbox"/> Output a proper bleed from a page layout program.				

100303-08 The students will be able to understand and demonstrate offset press operations and digital printing.	1	2	3	4
<input type="checkbox"/> Identify basic offset press parts and operations.				
<input type="checkbox"/> Identify the cylinders of an offset press.				
<input type="checkbox"/> Identify basic safety and operation procedures for printing on an offset press.				
<input type="checkbox"/> Define the principles of offset lithography.				
<input type="checkbox"/> Compare the differences between digital printing and offset printing.				
<input type="checkbox"/> Describe printing applications.				
<input type="checkbox"/> Describe the technologies and equipment used in digital printing.				
<input type="checkbox"/> Perform setup for printing a single color job.				
<input type="checkbox"/> Produce a single color job using an offset press.				
<input type="checkbox"/> Perform basic cleanup of an offset press.				

00303-09 The students will be able to understand and demonstrate binding and finishing techniques	1	2	3	4
<input type="checkbox"/> Identify operational and safety parts of a paper cutter.				
<input type="checkbox"/> Identify grain direction of paper.				
<input type="checkbox"/> Make accurate paper cuts using a mechanized paper cutter.				
<input type="checkbox"/> Identify basic paper types and weights.				
<input type="checkbox"/> Identify padding equipment and materials.				
<input type="checkbox"/> Produce a pad of paper.				
<input type="checkbox"/> Identify stapling and stitching equipment.				
<input type="checkbox"/> Produce a side and saddle stitched/stapled product.				
<input type="checkbox"/> Identify punching/drilling equipment and materials.				
<input type="checkbox"/> Produce a mechanical or three-ring bound product.				
<input type="checkbox"/> Identify folding equipment and basic folds.				
<input type="checkbox"/> Produce a single fold using folding equipment.				
<input type="checkbox"/> Identify different binding methods and applications (ie. Perfect, case, sewn).				
<input type="checkbox"/> Identify various finishing methods and applications (ie. Die-cutting, stamping, embossing).				
<input type="checkbox"/> Demonstrate basic paper jogging techniques.				

100303-10 The students will be able to understand and demonstrate job application and interpersonal skills.	1	2	3	4
<input type="checkbox"/> Identify personal interests and learning styles.				
<input type="checkbox"/> Complete a self assessment.				
<input type="checkbox"/> Discover self-motivation techniques.				
<input type="checkbox"/> Determine individual time-management skills.				
<input type="checkbox"/> Define future occupations.				
<input type="checkbox"/> Develop awareness of cultural diversity.				
<input type="checkbox"/> Recognize benefits of doing community service.				
<input type="checkbox"/> Demonstrate effective communication with others.				
<input type="checkbox"/> Demonstrate proper work ethics and habits.				
<input type="checkbox"/> Identify components of an employment portfolio.				