

UTAH CTE SKILL CERTIFICATE PROGRAM

DIGITAL FILE PREPARATION – QUARKXPRESS

STUDENT PERFORMANCE EVALUATION

TEST #569

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.

100304-01 Students will be able to understand the introduction to the graphics/printing industry.	1	2	3	4
<input type="checkbox"/> Identify line images.				
<input type="checkbox"/> Identify continuous tone/halftone images.				
<input type="checkbox"/> Identify basic process color principles.				
<input type="checkbox"/> Identify kinds of four color printing.				
<input type="checkbox"/> Demonstrate keyboard typing proficiency.				

100304-02 The students will be able to understand and demonstrate measurement systems.	1	2	3	4
<input type="checkbox"/> Measure linear dimensions in inches and fractions of inches.				
<input type="checkbox"/> Measure linear dimensions in millimeters.				
<input type="checkbox"/> Measure copy, text, and leading in points.				
<input type="checkbox"/> Identify digital image measurement concepts (resolution, file, size, screens, tints).				
<input type="checkbox"/> Measure copy for reduction and enlargement to determine percentages.				

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: _____

100304-03 The student will be able to understand and demonstrate basic math skills.	1	2	3	4
<input type="checkbox"/> Solve addition of whole number, fraction, and decimal problems.				
<input type="checkbox"/> Solve subtraction of whole number, fraction, and decimal problems.				
<input type="checkbox"/> Solve multiplication of whole numbers, fraction, and decimal problems.				
<input type="checkbox"/> Solve division of whole number, fraction, and decimal problems.				
<input type="checkbox"/> Solve fractional to decimal conversion problems.				
<input type="checkbox"/> Solve decimal to fractional conversion problems.				
<input type="checkbox"/> Solve decimals to percent conversion problems.				
<input type="checkbox"/> Solve basic linear measurement problems.				
<input type="checkbox"/> Solve inches to points conversion problems.				
<input type="checkbox"/> Solve points to inches conversion problems.				
<input type="checkbox"/> Solve copy reduction problems.				
<input type="checkbox"/> Solve copy enlargement problems.				
<input type="checkbox"/> Calculate digital file size at various resolutions.				
<input type="checkbox"/> Calculate digital file size in various image modes.				
<input type="checkbox"/> Calculate the correct image resolutions for various output methods.				

100304-04 Students will be able to understand and demonstrate file management processes.	1	2	3	4
<input type="checkbox"/> Explain the difference between word processing, illustration, image editing, and page layout.				
<input type="checkbox"/> Select appropriate software for word processing, illustration, image editing, and page layout.				
<input type="checkbox"/> Identify various digital storage media.				
<input type="checkbox"/> Identify appropriate file transfer methods.				
<input type="checkbox"/> Define preflighting and its use.				
<input type="checkbox"/> Preflight a document using application preflight software.				
<input type="checkbox"/> Identify various font formats and their uses.				
<input type="checkbox"/> Identify font management software and its use.				
<input type="checkbox"/> Demonstrate the proper use of font management software.				
<input type="checkbox"/> Identify different file formats and their uses.				
<input type="checkbox"/> Save images and documents into the appropriate file format.				
<input type="checkbox"/> Download electronic clipart from appropriate sources.				
<input type="checkbox"/> Identify the differences between raster and vector.				
<input type="checkbox"/> Create a PDF file of a created document.				
<input type="checkbox"/> Organize, delete, and rename files according to project requirements.				

