

CHAPTER 3

CADET EVALUATION

PURPOSE

1. This chapter outlines the specific evaluation requirements for achievement of Green Star qualification.

LEARNER EVALUATION

2. A-P9-050-000/PT-Z01, *Manual of Individual Training and Education*, Volume 1 defines learner evaluation as, “the assessment of progress made by participants during an instructional programme (formative evaluation) and of their achievement at the end of the programme (summative evaluation).”

CADET EVALUATION DESIGN AND DEVELOPMENT

3. Cadet evaluation is designed and developed incorporating contemporary professional practices from the fields of education and youth development as well as considering best practices in use within the Canadian Cadet Organizations (CCO).
4. Cadet evaluation is designed and developed so that all cadets are capable of achieving all POs and associated EOs. To motivate cadets to learn, cadet evaluation builds on success and confidence rather than demotivating cadets with failure and defeat.

CP DEVELOPMENTAL PERIODS (DPS)

5. The CP is designed across adolescent DPs adapted to suit the CP target population. Outlined in each DP are specific philosophies and approaches to learning and assessment that influence design, development and conduct of cadet training and assessment.
6. A DP is a time frame, during a cadet’s progression through the CP, in which the cadet participates in training and is provided opportunities to develop desired knowledge, skills and attitudes that support the aim of the CP and contribute to the achievement of the CP outcomes.
7. Progressive training levels, and associated learning objectives, distinguish each DP; ensuring training is relevant, achievable and age-appropriate for the cadet population. DPs and associated training levels are designed to be completed in a sequential manner and are also fluid, which allows a cadet to progress to the next training level or DP while still working on completion of learning objectives from the previous level or DP.
8. The design and development of cadet training and evaluation is based on the basic overview of the DP characteristics located at Chapter 3, Annex A.

CADET ASSESSMENT OF LEARNING

9. The intent of Green Star cadet evaluation is to measure the extent of cadet participation in the scheduled mandatory and complementary training and make an assessment by comparing the level of participation to the minimum standard required for qualification.

MONITORING CADET PROGRESS

10. Cadets must meet the standard of behaviour and conduct expected from all cadets. The course officer during cadet interviews and personal counselling should adopt a proactive approach towards difficulties.
11. The course officer is encouraged to meet formally and informally with cadets throughout the training year to discuss the cadet’s progress towards Green Star qualification and to provide feedback on overall performance. At a minimum, it is expected that the course officer will meet with each cadet at the end of the training year to review the completed Chapter 3, Annex B, Green Star Qualification Record. Guidelines for conducting cadet interviews are located at Chapter 3, Annex D.

12. Frequent absences from mandatory and complementary training that could result in the cadet not meeting the minimum standard, for Green Star qualification, must be addressed in accordance with CATO 15-22, *Conduct and Discipline – Cadets*.

TRAINING COUNSELLING SESSION

13. A training counselling session is used when a cadet is having difficulties progressing and an intervention is required to set goals for corrective action and / or remedial instruction. The Trg O is responsible for conducting training counselling sessions, except in the case of cadet rank promotions for which the CO is responsible. Guidelines for conducting training counselling sessions are located at Annex E and the Training Counselling Session Form is located at Annex E, Appendix 1.

ADDITIONAL ASSESSMENT OF LEARNING ACTIVITIES

14. All cadets must successfully complete the Cadet Air Rifle Handling Test, located at Annex C to this chapter, prior to participating in familiarization or recreational marksmanship activities.

15. No additional cadet evaluations (eg, theory tests, performance checks, etc.) are to be used to determine Green Star qualification eligibility. Therefore, these national standards are not to be supplemented with regional / local standards.

GREEN STAR QUALIFICATION STANDARD

16. The minimum standard for Green Star qualification is:

- a. Sixty percent attendance in all scheduled mandatory and complementary training once becoming a member of the corps, as calculated by the cadet corps.
- b. Successful completion of each PO as outlined in the Green Star Qualification Record located at Chapter 3, Annex B.

CADETS NOT MEETING THE QUALIFICATION STANDARD

17. Cadets who do not meet the minimum qualification standard shall be given a reasonable opportunity to complete the training missed. If, by the end of the training year, the cadet still has not successfully attained any PO, the corps CO may waive the minimum qualification standard. When waiving any PO requirement, the corps CO shall consider:

- a. the legitimacy of the cadet's reason for failing to attain the PO;
- b. the cadet's mandatory and complementary training attendance; and
- c. the cadet's overall behaviour and performance.

18. Any cadet for whom a waiver has been issued will not be granted a Green Star Qualification. However, they will progress to Red Star in the second year of their corps membership. If a CO has decided to not grant a waiver based on attendance and / or behaviour, a cadet may be held back to repeat Green Star.

19. Cadets who have been granted a waiver of the minimum qualification standard of Green Star and have progressed to Red Star in the second year of their corps membership are expected to achieve the missing Green Star Qualification PO requirements. To facilitate this, cadets can concurrently receive credit for activities completed in Red Star as part of also achieving Green Star.

RECORDING AND REPORTING ACHIEVEMENT

20. The progress of each cadet shall be reported using the Green Star Qualification Record, Annex B, which is also used to determine successful completion of the Green Star Qualification. The results shall be recorded on, and placed in, the cadet's DND 2399, Cadet Personnel Record.

GREEN STAR CERTIFICATE OF QUALIFICATION

21. The Cadet Certificate of Qualification, CF 558 (NSN 7530-21-870-7685), shall be awarded to each cadet upon successful completion of the Green Star Qualification.

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ANNEX A

CHARACTERISTICS OF CADET PROGRAM DEVELOPMENTAL PERIODS

Developmental Period (DP)	Developmental Period 1 (DP1)		Developmental Period 2 (DP2)		Developmental Period 3 (DP3)
Ages	12 - 14		15 - 16		17 - 18
Years	Y1	Y2	Y3	Y4	Y5+
DP Overview	<i>Learning in the CP is designed around three progressive, DPs. The mental, physical, emotional, and social development of a cadet are considered in these age-appropriate DPs. The cadet develops and ultimately refines higher-level thinking skills (reasoning, reflective thinking, problem solving) as they progress through each DP.</i>				
Age-Appropriate Learning	Experience-based		Developmental		Competency
DP Description	<i>The cadet has well-developed automatic responses however, the area of the brain that processes higher-level thinking is not yet mature. Effective learning is active and interactive with lots of practical experiences.</i>		<i>The cadet starts developing higher-level thinking skills such as problem-solving skills. Effective learning is interactive and practical, allowing cadets to start making decisions within their learning process.</i>		<i>The cadet is refining higher level thinking skills. Effective learning is interactive and allows for increased individual responsibility and independent learning.</i>
Assessment Expectation	Participatory		Baseline Proficiency		Enhanced Proficiency
Assessment Purpose	<ul style="list-style-type: none"> Stimulation and maintenance of an enhanced interest in the CP <u>NOTE:</u> Exposing the cadet to a variety of training activities and learning opportunities with the assessment expectation focused on participation will help accomplish this. Exposure to a broad knowledge base and skill set <u>NOTE:</u> CSTC Summer 2 courses will begin to expose the cadet to some specific specialty areas, which will allow the cadet to discover possible areas of particular interest. 		<ul style="list-style-type: none"> Development of a broad knowledge base and skill set as well as introducing reasoning proficiency Ongoing determination and development of specific specialty areas of interest and capability Recognition of enhanced proficiency achievement Ongoing stimulation and maintenance of an enhanced interest in the CP 		<ul style="list-style-type: none"> Development of an enhanced knowledge, reasoning or skill proficiency in a targeted specialty area – related to interest, capability and CP requirements Ongoing development of the broad knowledge base and skill set as well as reasoning proficiency Ongoing recognition of enhanced proficiency achievement Ongoing stimulation and maintenance of an enhanced interest in the CP

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ANNEX B
GREEN STAR QUALIFICATION RECORD

Cadet's Name: _____

Corps: _____

POs that are evaluated as "Incomplete" or "Completed":

Topic	PO No.	Performance Statement	PO Assessment	
			Incomplete	Completed
Positive Social Relations for Youth	100	Participate in Positive Social Relations for Youth Training		
Citizenship	X01	Participate in Citizenship Activities		
Community Service	X02	Perform Community Service		
Leadership	103	Participate as a Member of a Team		
Personal Fitness and Healthy Living	X04	Track Participation in Physical Activities		
Physical Activities	X05	Participate in Physical Activities		
Air Rifle Marksmanship	106	Fire the Cadet Air Rifle		
General Cadet Knowledge	107	Serve in an Army Cadet Corps		
Drill and Ceremonial	108	Perform Drill Movements During an Annual Ceremonial Review		
CAF Familiarization	X20	Participate in CAF Familiarization Activities		
Field Training	121	Participate as a Member of a Group During a Weekend Bivouac Exercise		
Navigation	122	Identify Location Using a Map		
Trekking	123	Participate in a Day Hike		

Qualification Achieved	Yes	No	Training Officer	
			Signature: _____	Date: _____

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ANNEX C
CADET AIR RIFLE HANDLING TEST
ASSESSMENT INSTRUCTIONS

PREPARATION

PRE-ASSESSMENT INSTRUCTIONS

Review the assessment instructions and the Cadet Air Rifle Handling Test Assessment Checklist, and become familiar with the material prior to conducting the assessment.

Photocopy the Cadet Air Rifle Handling Test Assessment Checklist for each cadet.

PRE-ASSESSMENT ASSIGNMENT

Nil.

ASSESSMENT METHOD

Performance assessment was chosen as it allows the assessor to observe the cadet's ability to handle the cadet air rifle.

CONDUCT OF ASSESSMENT

PURPOSE

The purpose of this enabling check is to have the cadets complete the Cadet Air Rifle Handling Test.

RESOURCES

- Cadet air rifle,
- Pellet guide,
- Marksmanship mat,
- Safety glasses / goggles, and
- Cadet Air Rifle Handling Test Assessment Checklist.

ASSESSMENT ACTIVITY LAYOUT

Area where the rifles can be pointed in a safe direction.

ASSESSMENT ACTIVITY INSTRUCTIONS



After observing each action, make a judgement and indicate on the Assessment Checklist whether it was:

- **Incomplete.** The action was performed incorrectly or in an unsafe manner; or
- **Completed.** The action was performed correctly and in a safe manner.

Make notes of observations to provide descriptive post-assessment feedback.



This enabling check shall be conducted before cadets may fire the cadet air rifle.



When the cadet receives the cadet air rifle for the loading procedure, the cadet air rifle shall be set with the bolt open, safety catch in the ON position, and the pump lever open (5 to 8 cm).

The loading, firing and unloading and preparing for inspection procedures shall be conducted in the prone position in sequence with loading and unloading being simulated (without the use of air rifle pellets).

1. Divide the cadets into relays of no more than four cadets.
2. Conduct the Cadet Air Rifle Handling Test during dry firing with a relay.
3. Repeat Step 2 with each relay until all relays have completed the Cadet Air Rifle Handling Test.
4. Fill out the Assessment Checklist as the cadets complete the Cadet Air Rifle Handling Test.



Ensure safety precautions for operating the rifle are enforced at all times.

POST ASSESSMENT INSTRUCTIONS

RECORDING ASSESSMENT RESULTS

1. Indicate the cadet's overall performance on the Cadet Air Rifle Handling Test Overall Assessment table as:
 - (a) **Incomplete.** The cadet has not achieved the performance standard. One or more actions were incomplete; or
 - (b) **Completed.** The cadet has achieved the performance standard. All actions were complete.
2. Record notes made in the assessor's feedback section of the Cadet Air Rifle Handling Test Assessment Checklist.
3. Sign and date the Cadet Air Rifle Handling Test Assessment Checklist.
4. Attach a copy of the Cadet Air Rifle Handling Test Assessment Checklist to the cadet's training file.

PROVIDING ASSESSMENT FEEDBACK

During the feedback session, tell the cadet what they did well, where they could improve, and if applicable, what they need to complete to be successful on this enabling check.

CADET AIR RIFLE HANDLING TEST ASSESSMENT CHECKLIST

Cadet's Name: _____

Date: _____

	Incomplete The action was performed incorrectly or in an unsafe manner.	Complete The action was performed correctly and in a safe manner.
Upon the instruction to carry out Individual Safety Precautions, did the cadet:		
1. Ensure the bolt was fully open and to the rear.		
2. Ensure the safety catch was in the ON position.		
3. Ensure the pump lever was partially open (5-8 cm).		
4. Ensure the safety rod was inserted in the barrel and visible in the feed track.		
Upon the command " Relay Load, Commence Firing, " did the cadet:		
5. Ensure the safety catch was in the ON position.		
6. Pump the cadet air rifle, observing a three second pause.		
7. Simulate loading a pellet (flat end forward).		
8. Close the bolt.		
9. Place the safety catch in the OFF position.		
10. Aim the cadet air rifle at the target.		
11. Squeeze the trigger.		
12. Place the safety catch in the ON position.		
13. Open the bolt.		
14. Open the pump lever (5–8 cm).		
15. Lay down the cadet air rifle.		
Upon the command " Relay, Unload and Prepare for Inspection, " did the cadet:		
16. Remove the five pellet clip, if used.		
17. Pump the cadet air rifle, observing a three second pause.		
18. Close the bolt.		
19. Place the safety catch in the OFF position.		

20. Aim the cadet air rifle at the target.		
21. Squeeze the trigger.		
22. Open the bolt.		
23. Place the safety catch in the ON position.		
24. Open the pump lever (5–8 cm).		
25. Place the air rifle on shoulder, muzzle pointed down range.		
26. Wait to be cleared by the RSO.		
27. Lay down the cadet air rifle once cleared by the RSO.		

Assessor's Feedback:

Cadet Air Rifle Handling Test Overall Assessment		
Check One	Incomplete	Completed
Overall Performance	The cadet has not achieved the performance standard. One or more actions were incomplete.	The cadet has achieved the performance standard. All actions were complete.

Assessor's Name:	Position:
Assessor's Signature:	Date:

This form shall be reproduced locally.

ANNEX D

CADET INTERVIEW GUIDELINES

GENERAL

The purpose of conducting an interview is to discuss the cadet's expectations, personal goals and learning progress (assessment for learning), and to provide feedback on overall performance.

Meet with the cadet throughout their training to discuss their progress towards achieving the qualification and to revise their action plan.

PRE-INTERVIEW INSTRUCTIONS

Gather the required resources, such as the Cadet Interview Form (Appendix 1), training schedules, pen, paper, etc.

Have the cadets review any support materials so they are able to attend the interview prepared to discuss the specific topic areas, as well as their expectations and personal goals.

Schedule interviews to allow approximately 10–15 minutes per cadet.

CONDUCT OF AN INTERVIEW



Tips for a successful interview:

- Ask questions that will provoke thought; avoid “yes or no” questions.
- Manage time by ensuring the cadet stays on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadet time to respond to your questions.

1. Welcome the cadet.
 2. Complete the Cadet Interview Form.
 3. Have the cadet sign the Cadet Interview Form.
 4. Sign the Cadet Interview Form.
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POST-INTERVIEW INSTRUCTIONS

Place a copy of the Cadet Interview Form in the cadet's training file.

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ANNEX D, APPENDIX 1
CADET INTERVIEW FORM

Name:	Rank:
Star Level:	Platoon:
SECTION 1 – INITIAL INTERVIEW	
<ol style="list-style-type: none">1. What are your expectations for this star level?2. Do you have any questions about the training, schedule and / or assessment?3. What activities are you most excited about?4. What are your strengths?5. What are some areas you would like to improve?6. What personal goals would you like to attain? What steps will you take to achieve those goals?7. Is there anything we should know to help make your training experience enjoyable (learning needs, allergies, etc.)?	
NOTES	
Cadet's Signature:	
Officer's Signature:	Date:

SECTION 2 – PERFORMANCE INTERVIEW

1. So far, is this star level meeting your expectations? If not, what can we do to meet those expectations?
2. Are there any areas of excitement or concern you would like to highlight?
3. How do you feel about your progress? *
4. What are some areas you would like to improve?
5. What personal goals would you like to establish?

* Give the cadet feedback on their progress and their overall performance highlighting any gaps that may exist between their self-assessment and your observations. Points to discuss may include attendance, participation, etc.

ACTION PLAN

Work with the cadet to make an action plan that takes into consideration their goals and the training requirements. The action plan is a mutually agreed upon set of steps that the cadet commits to taking to reach their goals. It should be realistic and achievable and written using positive language.

NOTES

Cadet's Signature:

Officer's Signature:

Date:

SECTION 3 – FINAL INTERVIEW

1. How did you enjoy this star level?
2. What were some of your likes and dislikes about the training? How could it be improved?
3. How can you apply what you have learned inside and outside of cadets?
4. What are some new personal goals you want to establish?
5. What upcoming training opportunities interest you?

* Provide the cadet with a copy of their completed Qualification Record and discuss their learning progress towards course objectives. Where a waiver has been granted, explain to the cadet what this means and what they will be required to do in the following year to meet the current qualification requirements.

NOTES

Cadet's Signature:

Officer's Signature:

Date:

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ANNEX E
TRAINING COUNSELLING SESSION GUIDELINES

GENERAL

The purpose of the Training Counselling Session (TCS) is to formally meet with a cadet who is having difficulty achieving and / or maintaining qualification standards and to create an action plan to assist this cadet.

PRE-COUNSELLING SESSION INSTRUCTIONS

Gather the required resources, such as TCS Form, cadet's training file, pen, paper, etc.

Review the cadet's training file and discuss their performance with other staff members as required.

Complete Section 1 of the TCS Form.

CONDUCT OF COUNSELLING SESSION



Tips for a successful interview:

- Ask questions that will provoke thought; avoid “yes or no” questions.
- Manage time by ensuring the cadet stays on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadet time to respond to your questions.

1. Welcome the cadet.
 2. Complete Sections 2 and 3 of the TCS Form.
 3. Have the cadet sign the TCS Form.
 4. Sign the TCS Form.
-

POST-COUNSELLING SESSION INSTRUCTIONS

The goal of conducting training counselling is to guide a cadet towards success in the Cadet Program. Following the training counselling session the Training Officer shall meet with the CO to discuss the outcome of the session and any further steps required.

The Commanding Officer shall contact the guardian to open the lines of dialogue and include them in the action plan.

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ANNEX E, APPENDIX 1

TRAINING COUNSELLING SESSION FORM

SECTION 1 – BACKGROUND INFORMATION	
Name:	Rank:
Star Level:	Platoon:
Circumstances requiring TCS:	
Overall training progress (eg, seriousness of failure, performance in related POs, any previous difficulty and action taken, performance / behaviour, etc.):	
SECTION 2 – SESSION FINDINGS	
<ol style="list-style-type: none">1. Inform the cadet they are not achieving and / or maintaining qualification standards and that you are meeting to help them correct the situation.2. Discuss the following:<ul style="list-style-type: none">• Circumstances affecting training progress• Any previous difficulty and action taken (eg, whether or not help / additional training was provided)• Overall performance / behaviour of cadet (eg, attendance, effort, motivation, attitude)	

SECTION 3 – SESSION RECOMMENDATIONS (ACTION PLAN)

With the cadet, create an action plan that highlights the actions required for success.

Brief the cadet on the consequences should no improvement be noticed.

Cadet's Signature:

Training Officer's Signature:

Date:

SECTION 4 – COMMANDING OFFICER REVIEW

Record any discussion with parents regarding the progress of the cadet.

Commanding Officer's Signature:

Date: