

Downloadable resource 15:

3D report cards

This resource corresponds to **Chapter 20: Testing, exams and report writing**.

Content

The template below contains a set of eight cards for students' self-appraisal before report writing, as discussed in **Chapter 20**.

Procedure

Multiple sets of the cards can be copied, and from these students themselves choose the card that they feel most closely applies to them. They put their name on that card and any other comments they wish the teacher to consider. This should be done in class in the week or so prior to report writing and/or end of term exams.

This document is provided in both PDF format and a Word document. In the case of the latter you can adapt the cards more closely to your context and/or include L1 translations where you are teaching lower-level groups who may struggle with the content – and where you have access to your learners' L1/L1's.

Rationale

The aim here is to help you to decide on overall grades and the tone of your teacher's comments when writing your reports.

Knowing what each student thinks will give your report writing an added dimension (hence the *3D report cards* name). For example, where a student has made little effort in class but is highly positive in their self-appraisal, choosing report card number one or two for example, your report comments will need to be pitched towards changing this perception, perhaps giving the student something of a wake-up call, as it were.

Conversely, where a student has been overly negative about their performance, selecting cards four or five, your comments can be steered towards reassuring them and pointing out progress made.

One of the trickiest cases is the student who has improved drastically in the latter part of a term. Do we give that student a higher mark to reflect their recent improvements or a lower mark to reflect the overall term but risk discouraging them? Card number six allows such a student to take the initiative by broaching the issue.

<p>Comment 1</p> <p>Name:</p> <p>I honestly think I have studied a lot this term. I am very happy with my progress and I hope the teacher is too.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Comment 2</p> <p>Name:</p> <p>I think that I have done quite well this term. I think that if I maintain this level of work I will pass. I think that the teacher is satisfied with my work.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Comment 3</p> <p>Name:</p> <p>I think that I have done the required work this term but from the teacher's point of view, perhaps I have not done much to help the class function well either.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Comment 4</p> <p>Name:</p> <p>I realise that I have not tried hard enough this term but I shall make more of an effort next term.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p>Comment 5</p> <p>Name:</p> <p>I have not worked very hard this term, maybe because I have not had the time or the interest. I do not think that I will be able to do any more next term either.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Comment 6</p> <p>Name:</p> <p>I realise I did not do very well in the first half of this term but recently I have been trying harder. I understand that my grades must reflect the whole term and so probably will not be very good but I would like the teacher to remember my recent improvements, which I will try to maintain.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>Comment 7</p> <p>Name:</p> <p>I have paid attention in class and I have done the required homework but I have realised I have a problem in one or more areas of my English. I would like the teacher to make some recommendations for me.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>Comment 8</p> <p>Name:</p> <p>I do not think that any of the other comments apply to me. I am a special case and will explain why below.</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>