

APPENDIX U

Job Aids for Evaluation

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JA – U.1.B	<ul style="list-style-type: none"> • Performance Tests (Level 2s)
JA – U.1.C	<ul style="list-style-type: none"> • Job Aids
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JA – U.1.F	<ul style="list-style-type: none"> • Instructional Media (PPTs)
JA – U.2	Classroom Observation Checklist – <i>to be developed</i>

To be developed...

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JA – U.1: QA Checklists/CAP Checklists

Purpose

This is a job aid to help you evaluate the instructional design of various instructional materials, detailed in Chapter 5 of the SOP.

Who should use this JA

You should use this job aid if you are a course designer responsible for developing instructional materials (and conducting developmental evaluation), or someone responsible for conducting a Course Assessment (CAP) on an existing course. For either reason, you would use these same checklists. Ideally you are a graduate of the Coast Guard Course Designer Course (CDC) or the SABA Knowledge Service Peak Performance System workshops (previously known as Accomplishment-Based Curriculum Development (ABCD) workshops).

When you should use this JA

Use this job aid after instructional materials are developed, and received technical accuracy review, or

Use this job aid when a CAP has been tasked or existing course due for triennial review.

Ideally, course developers should use these checklists as a guide DURING their development efforts so they are developing materials to the instructional design standards that materials will be reviewed against during developmental evaluation.

How to use this JA

Complete the checklist in its entirety, as much as applicable, for each of the instructional elements developed for a course. No particular sequence needs to be followed.

To be developed...

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JA – U.2: Classroom Observation Checklist

To be developed...