

ACHIEVEMENT LEVEL DESCRIPTORS

FOR THE GENERAL CTE ASSESSMENT

Please note: Students performing at the Meets Expectations level also meet all standards at the Approaches Expectations level, and students performing at the Exceeds Expectations level also meet all standards at the Approaches Expectations level.

APPROACHES EXPECTATIONS

Students performing at the Approaches Expectations level can construct copy with some organization and limited focus, sometimes using appropriate grammar and language for an intended purpose or audience. They comprehend and use basic oral and written information with little regard for an intended purpose or audience. They can recognize some cause and effect of potential outcomes in oral and written information.

Students performing at this level demonstrate limited proficiency in mathematical and quantitative reasoning, especially when interpreting and solving problems using basic algebra, statistics, and geometry. These students understand data and measurement are required and understand some of the elements of charts, tables, and graphs. However, deciphering what is appropriate in these contexts may be challenging. Students who approach expectations can also recognize some of the steps in scientific reasoning.

Students who approach expectations can identify some strategies for reading or communicating information using some appropriate vocabulary, terminology, or technical concepts when applicable. They recognize some of the elements of appropriate correspondence and document some necessary information for reporting on a given topic or problem. These students can locate, organize, and reference some sources for written and oral information to communicate with coworkers, clients, and other participants, and can recognize information resources to accomplish occupational tasks.

Students performing at this level can prepare and edit documents using slightly flawed grammar, punctuation, and terminology that may not focus on an intended audience. They can occasionally recognize verbal and nonverbal behavior when communicating with diverse clients and coworkers. They can also select visual representations to support written and oral communications, such as using a line graph instead of a pie chart to illustrate change over time. They can recognize some elements of information management techniques and record maintenance to facilitate ongoing business operations and decision-making.

Students who perform at the Approaches Expectations level identify some sources of conflict and attempt resolution. They recognize sources of stress and they recognize safety rules.

Students who approach expectations can recognize some attributes of leadership and sometimes connect these with organizational goals and objectives. They identify some positive qualities that may be consistent with managing work resources and balancing life roles and responsibilities. They also demonstrate basic proficiency with some common technology applications, such as spreadsheets, word processors, email, and web browsers. These students exhibit limited ability to develop some elements of a career portfolio that includes work history documents, such as a résumé, certifications, and job applications.

Finally, students performing at the Approaches Expectations level are aware of some required employment forms and documentation, such as a W-4, I-9, work visa, and licensures. They recognize some positive work behaviors, personal qualities, and key activities necessary to retain employment. These students are aware of some requirements and opportunities for educational and career advancement.

MEETS EXPECTATIONS

Students performing at the Meets Expectations level can construct organized and focused copy using appropriate grammar and language adapted for an intended purpose or audience. They exhibit versatility and identify cause and effect of potential outcomes in oral and written information adapted for an intended purpose or audience.

Students performing at this level demonstrate general proficiency in mathematical and quantitative reasoning, especially when interpreting and solving problems using basic algebra, statistics, and geometry. These students utilize appropriate data and measurement in approaching problems, and can interpret charts, tables, and graphs. Students who meet expectations can also apply the scientific reasoning process.

Students who meet expectations can apply workable strategies for reading, communicating, and analyzing information using appropriate vocabulary, terminology, or technical concepts when applicable. They recognize appropriate correspondence and document necessary information for reporting on a given topic or problem. These students can locate, organize, and reference written and oral information from various sources to communicate with coworkers, clients, and other participants, and can review, evaluate, and apply information resources to accomplish occupational tasks.

Students performing at this level can prepare and edit succinct, multi-paragraph documents using appropriate grammar, punctuation, and terminology for an intended audience. They can interpret verbal and nonverbal behavior and apply communication strategies when working with diverse clients and coworkers. They can also interpret and select appropriate visual representations to support written and oral communications, such as using a line graph instead of a pie chart to illustrate change over time. They differentiate information management techniques and record maintenance to facilitate ongoing business operations and decision-making.

Students who perform at the Meets Expectations level recognize sources of conflict and use critical-thinking skills to determine outcomes for resolution while considering the emotions and needs of others. They identify sources of stress and possible stress management techniques. These students also employ appropriate precautions and protocols to ensure safe working conditions.

Students who meet expectations can recognize challenges and employ leadership skills to accomplish organizational goals and objectives. They identify positive qualities consistent with managing work resources and balancing life roles and responsibilities. They also demonstrate basic proficiency with most common technology applications, such as spreadsheets, word processors, email, and web browsers. These students demonstrate the ability to develop, organize, and maintain a career portfolio that includes quality work history documents, such as a résumé, certifications, and job applications.

Finally, students performing at the Meets Expectations level demonstrate an understanding of required employment forms and documentation, such as a W-4, I-9, work visa, and licensures. They display knowledge of positive work behaviors, personal qualities, and key activities necessary to retain employment. These students can identify requirements and opportunities for educational and career advancement.

EXCEEDS EXPECTATIONS

Students performing at the Exceeds Expectations level can articulately construct organized and focused copy using nearly flawless grammar and language adapted for an intended purpose or audience. They exhibit versatility and analyze cause and effect of potential outcomes in oral and written information adapted for an intended purpose or audience, and recommend solutions.

Students performing at this level demonstrate high-level proficiency in mathematical and quantitative reasoning, especially when interpreting and solving problems using basic algebra, statistics, and geometry. These students can compare and contrast alternative measurements and transform data for analysis, and can effectively analyze charts, tables, and graphs. Students who exceed expectations can also formulate a hypothesis, design an experiment to test it, and draw inferences.

Students who exceed expectations can implement the most effective strategies for reading, communicating, and analyzing information using appropriate vocabulary, terminology, or technical concepts when applicable. They construct highly effective correspondence and thoroughly document necessary information for reporting on a given topic or problem. These students can locate, effectively organize, and reference written and oral information from reputable sources to communicate with coworkers, clients, and other participants, and can review, evaluate, and apply relevant information from reliable resources to accomplish occupational tasks.

Students performing at this level can prepare and edit clear and succinct multi-paragraph documents using nearly flawless grammar, punctuation, and terminology for an intended audience. They can analyze verbal and nonverbal behavior and apply effective communication strategies when working with diverse clients and coworkers. They can also interpret, select, and analyze appropriate visual representations to support written and oral communications, such as using a line graph instead of a pie chart to illustrate change over time. They employ information management techniques and record maintenance to facilitate ongoing business operations and decision-making.

Students who perform at the Exceeds Expectations level evaluate conflict situations and use critical-thinking skills to determine optimal outcomes. They connect possible stress management techniques with sources of stress. These students also evaluate hazards and employ appropriate precautions and protocols to ensure safe working conditions.

Students who exceed expectations can evaluate leadership roles and determine the characteristics of effective leaders, such as communication, trust, positive attitude, integrity, and responsibility. They consider challenges related to leadership when addressing organizational issues in a diverse global society. They identify positive qualities consistent with managing work resources and balancing life roles and responsibilities. They also demonstrate proficiency with all common technology applications, such as spreadsheets, word processors, email, and web browsers. These students demonstrate the ability to develop, organize, and maintain a targeted career portfolio that includes quality work history documents, such as a résumé, certifications, and job applications.

Finally, students performing at the Exceeds Expectations level demonstrate an understanding of required employment forms and documentation, such as a W-4, I-9, work visa, and licensures, and analyze implications, such as alternatives available on a W-4 and the tax withheld. They differentiate among positive work behaviors, personal qualities, and key activities necessary to retain employment. These students can analyze the implications of requirements and opportunities for educational and career advancement.