

Educator Name:
Manager Name:

Date:

In-school Assessment:

Alliance for Climate Education
Assembly Presentation Assessment 2010/2011

Overview: As an ACE Manager, you must ensure that each Educator on your team is delivering the ACE Assembly at its highest possible level. This form provides the guidelines you'll need for presentation assessment and feedback.

Timeline: For each Educator on your team, assess presentation performance before his/her first public delivery. Once approved, perform an in-school presentation assessment at least once each semester.

Estimated time required: 3 to 5 hours per school year per Educator. This includes time for detailed post-presentation feedback and developing a plan for improvement.

Assessment guidelines: For all assessments, rate the Educator on how well he/she:

(1:Needs Improvement ... 5: Excellent)
Adheres to the script: 1 2 3 4 5
Comments:

Keeps pace with animations: 1 2 3 4 5
Comments:

Transitions fluidly between sections: 1 2 3 4 5
Comments:

Articulates clearly: 1 2 3 4 5
Comments:

Is the Educator ready for public delivery?
Comments:

In-School Assessment: For an assessment during a live school presentation, **also** rate the Educator on how well he/she:

(1:Needs Improvement ... 5: Excellent)
Manages time before the presentation: 1 2 3 4 5
Comments:

Behaves professionally: 1 2 3 4 5
Comments:

Sets up equipment correctly: 1 2 3 4 5
Comments:

Establishes a positive initial impression: 1 2 3 4 5
Comments:

Speaks at an appropriate volume: 1 2 3 4 5
Comments:

Uses body language effectively: 1 2 3 4 5
Comments:

Conveys sincerity in delivery: 1 2 3 4 5
Comments:

Deals with unexpected mishaps: 1 2 3 4 5
Comments:

Answers questions accurately: 1 2 3 4 5
Comments:

Answers questions respectfully: 1 2 3 4 5
Comments:

Please provide additional comments on the overall performance and suggestions for areas to improve.