

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

SKEMA

Skills, Knowledge, and Experience Mastery Assessment

Student Name _____ Starting High School Date _____

School Attended _____

School District _____ Ending High School Date _____

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

Mastery Level 1	Mastery Level 2	Mastery Level 3	Mastery Level 4									
No Evidence or Minimal Mastery	Need Improvement	Mastered	Exceeds Mastery Expectation									
Not yet, or very rarely demonstrating the skill and requires additional training/instruction.	Inconsistently demonstrates the skills or requires assistance to demonstrate the skill. Additional practice and/or independence is required.	Demonstrates the skill at a level required for the workplace or setting with rare exceptions and demonstrates continuous improvement and/or generalization.	Consistently demonstrates and generalizes the skill. Often exceeds the expectation and/or demonstrates leadership.									
Behavior	Domain			Mastery			Types of Evidence					
Required	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
	Attendance of 70% or higher at school	X		X	*							
	Attendance at work at a level commensurate with work peers	X		X	*							
	Punctual to school and work	X		X	*							
	Complies with health, safety, and emergency procedures at school and work.	X		X	*							

**Mastery at a level 3 or 4 is required in all of these to be an Occupational Diploma candidate*

Mastery Level 1	Mastery Level 2	Mastery Level 3	Mastery Level 4
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Behavior	Domain			Mastery			Types of Evidence					
Critical	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
	6. Use job-related tools, technologies and materials appropriately.	X		X	**							
	7. Demonstrates flexibility when the nature of the work changes.	X		X	**							
	8. Maintains workplace appropriate language and social skills for each work placement.			X	**							
	9. Respect authority and chain of command	X		X	**							
	10. Follow a task schedule presented in a variety of formats.	X		X	**							

****8 of 10 at a level 3 or 4 is required to receive the Occupational Diploma**

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Behavior	Domain		Mastery	Types of Evidence								
Preferred	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
	17. Identify and report wrong choices by self or others to persons in authority.		X									
	18. Demonstrate self-control and conducts self in a professional manner.		X									

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Behavior	Domain	Mastery	Types of Evidence

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Enhancing	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
1. Demonstrates respectful positive interactions with others and effective communication.	X											
2. Appropriately seek clarification when needed.	X											
3. Telling time—digital and analog.		X										
4. Understand the importance and budgeting of money.		X										
5. Reads fluently and with comprehension at a 5 th grade reading level.		X										
6. Complete forms, questionnaires, inventories, daily logs, etc. presented in variety of formats.		X										
7. Write simple messages or notes using paper or technology.		X										
8. Solve mathematical word problems or scenarios that involve whole numbers or money.		X										
9. Completes work related tasks to specifications.			X									
10. Identify and use appropriate tools.			X									

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Behavior	Domain		Mastery	Types of Evidence								
Enhancing	Skills	Knowledge	Experience	Level of Mastery (1,2,3,4)	Date of Mastery	Who verified mastery	Norm-referenced	Observation	Forms	Checklist	Work Sample	Other
	16. Identifies a problem or situation and facilitates resolution or problem-solving with one or more co-workers.		X									
	17. Recognize when additional team and/or supervisor support is needed to proceed.		X									

Work Experience: 2 years experience required for an Occupational Diploma

Work Experience	Start Date	End Date	Paid	Unpaid
Location			<input type="checkbox"/>	<input type="checkbox"/>

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Evaluation or Performance Narrative				
Work Experience	Start Date	End Date	Paid	Unpaid
Location			<input type="checkbox"/>	<input type="checkbox"/>
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Location			<input type="checkbox"/>	<input type="checkbox"/>
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