

SECTION 7. EVALUATION MANAGEMENT

7.1 EVALUATION OVERVIEW

This module allows you to develop and maintain multiple-choice, true/false, checklist, and performance-based test items that are linked directly to the learning objectives of a course. You may assign the test items to academic tests, create different versions of the tests, and assign the tests to the desired classes for an Approved course. You may also create nonacademic tests and questionnaires.

After the tests are printed and administered, the module allows you to score the tests either electronically (using a scanner) or manually. You may print out numerous kinds of reports to track evaluation content and student performance on various tests. The system automatically computes grade point averages and class statistics.

The menus for the Evaluation Management module are arranged in a left-to-right and top-to-bottom hierarchy. Several options are available under each selection. Typically, you will progress through the menus from left to right (i.e., File, Tables, Maintenance, Scoring, and Reports) in developing evaluations for courses, assigning the tests to classes, scoring the tests and questionnaires, and printing results. You may want to complete all options under one menu item, from top to bottom, before moving to the next menu item.

Note that the information you work with in the Evaluation Maintenance module is based on an Approved course. If you cannot access all the menu options (Tables, Maintenance, Scoring, and Reports), consult the System Administrator who assigns user rights. Certain command buttons are shaded (e.g., **Edit**, **Delete**) if records do not exist. After a record is created (**Add** button), these other command buttons become accessible.

7.2 SELECT A COURSE

1. Click on the Magnifying Glass icon. The Select an Approved Course selection list box (Figure 7-01) displays a list of the Approved course records to which you have access.

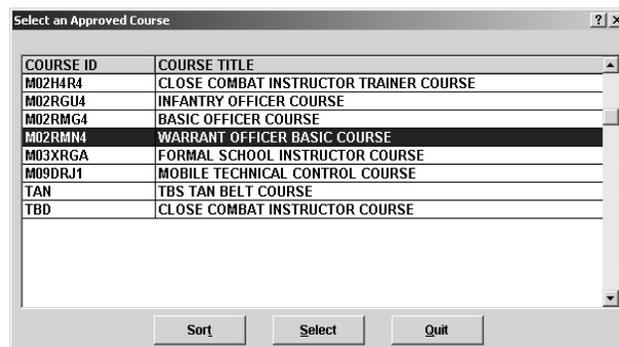


Figure 7-01. Select an Approved Course

2. If you want to change the organization of the list (by CID or course title), click on **Sort**. The Sort Courses dialog box opens.
 - a. Choose the sorting option you desire. Note that the CID order is the default option.
 - b. Click on **Set**. This returns you to the Select an Approved Course selection list box.

3. Scroll through the list and highlight the desired course. Note that you may search for the desired course by right-clicking and bringing up the Search Course ID dialog box.
4. Either click on the **Select** button or double-click the desired course to select it. The Evaluation Management window (Figure 7-02) opens.



Figure 7-02. Evaluation Management

Note that the title and status of the approved course you selected is depicted in the title bar. This window has five options on the Evaluation Management menu bar: File, Tables, Maintenance, Scoring, and Reports.

Note also the Main Menu button to the right of the Exit icon on the icon bar. This button allows you to exit the current module and return to the Main Menu window.

7.3 FILE

The two options under the File menu are Select and Exit. Use the Select option to choose another course with which you wish to develop and administer tests or print evaluation reports.

The following steps summarize how to access Select under the File menu.

1. Click on the Magnifying Glass icon. The Select an Approved Course selection list box (Figure 7-01) is displayed.
2. Highlight and select an approved course for which you have been given access or double-click the desired course. The Evaluation Management window (Figure 7-02) opens.
3. Choose the File option on the menu bar. The File drop-down menu (Figure 7-03) is displayed.

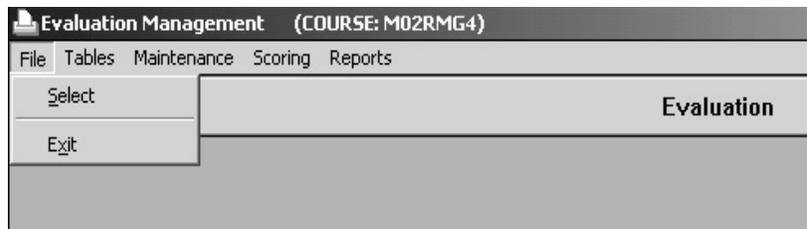


Figure 7-03. File Drop-down Menu

- Choose Select if you wish to work with another course. The Select an Approved Course selection list box (Figure 7-04) displays a list of all the Approved course records to which you have access.

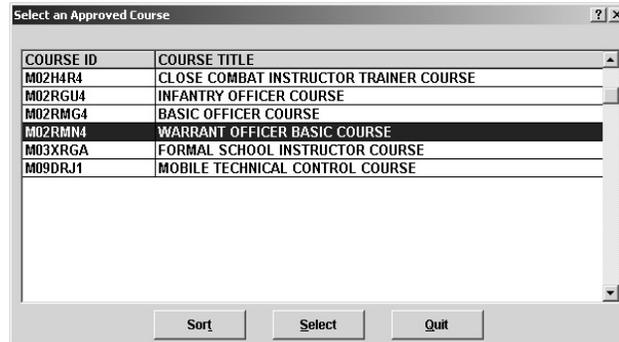


Figure 7-04. Select an Approved Course

- Scroll through the list and highlight the desired Approved course. Either click on the **S**elect button or double-click the desired course to select it. The Evaluation Management window (Figure 7-02) opens.

7.4 TABLES

The only option under the Tables menu is PFT Grade Table Editor. This option enables you to establish a relationship between the minimum PFT score and the minimum passing academic grade. The system synchronizes the adjusted scores with the Class maximum retest value or Passing Percentage.

MCAIMS is distributed with the PFT Grade Editor defaults set to the Marine Corps standard PFT passing scores and a related academic grade of 80 percent. Providing the class has a status of Pending Class Start or a PFT academic test has not been graded for a Class in Session, you may use this menu option to recalculate the PFT scores by age in the PFT Grade Table. That is, this option allows you to substitute school house standards for various age groups in place of the default Marine Corps standard. If a PFT academic test has been graded, you may only view and print out the standards for various age groups.

The following steps summarize how to access this option under the Tables menu.

- Click on the Magnifying Glass icon. The Select an Approved Course selection list box (Figure 7-01) is displayed.
- Highlight and select an approved course for which you have been given access or double-click the desired course. The Evaluation Management window (Figure 7-02) opens.
- Choose the Tables option on the menu bar. The Tables drop-down menu (Figure 7-05) is displayed.

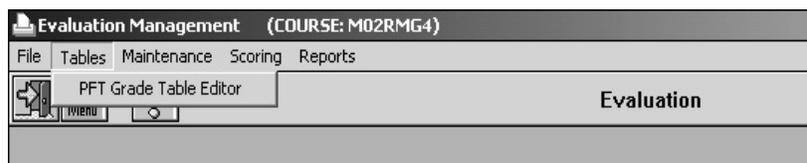


Figure 7-05. Tables Drop-down Menu

4. Choose PFT Grade Table Editor. The Select Class dialog box (Figure 7-06) opens.



Figure 7-06. Select Class

5. Highlight the desired class and click on Select. A Select Age Group dialog box will open.
 - If a PFT academic test has not been graded, you receive the dialog box in Figure 7-07. The age group for the lowest passing score can still be edited (Paragraph 7.4.1).

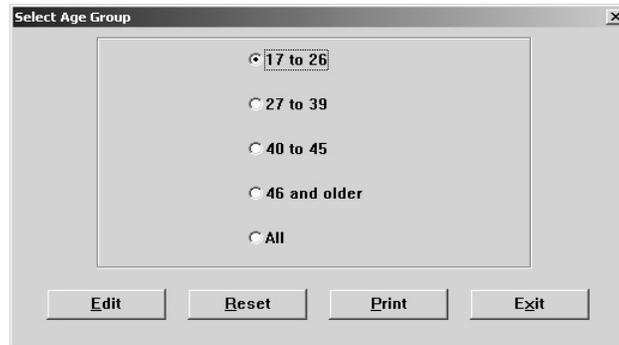


Figure 7-07. Select Age Group (With Capability to Edit)

- If a PFT academic test has been graded, you receive the dialog box in Figure 7-08. The age group for the lowest passing score can only be viewed (Paragraph 7.4.2).

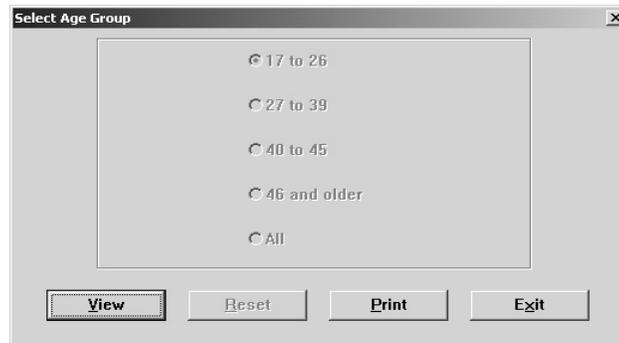


Figure 7-08. Select Age Group (With View Capability Only)

6. Refer to the appropriate procedure.

7.4.1 **Edit**

This command allows you to enter school house standards for various age groups. This command is available (in lieu of **View**) only if no PFT academic test has been graded. Note that the passing percentage is established under the Class record.

1. From the Select Age Group dialog box (Figure 7-07), click on the radio button beside the desired age group standard you wish to edit.
2. Click on **Edit**. The Enter Lowest Passing Percentage dialog box (Figure 7-09) opens.

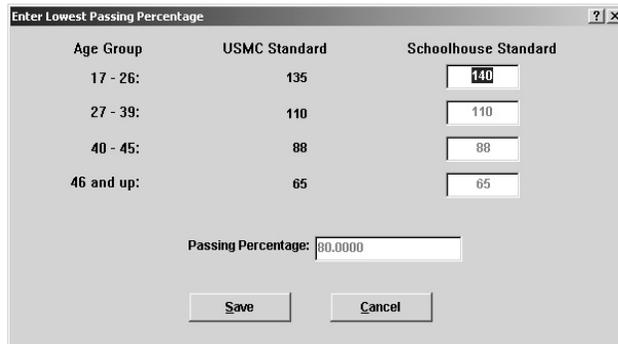


Figure 7-09. Enter Lowest Passing Percentage (Edit)

3. Referring to Table 7-01 for an explanation of the data fields, make the desired changes for your school.

Table 7-01. Enter Lowest Passing Percentage

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Age Group	Non-editable field displaying various age groups to track corresponding standards.	
USMC Standard	Non-editable field displaying Marine Corps standards for corresponding age groups.	
Schoolhouse Standard	Local school standards for corresponding age groups. Note that you can edit the highlighted field for the age group you selected in the dialog box depicted in Figure 7-07. If you selected All, every age group field will be highlighted.	Up to 3 numeric characters
Passing Percentage	Non-editable field indicating the minimum passing percentage associated with all exams for the selected class. This percentage also indicates the default maximum retest score that anyone retaking an exam can obtain. It is established under the Add function of the Class record (Paragraph 5.2.2.1) and can be changed under the Edit function if the class status is still Pending Class Start (Paragraphs 5.2.2.2 and 8.3.1.2).	

4. Click on **Save**. A message appears to advise you that the average grade point for the chosen age group has been upgraded.
5. Click on **OK**. This returns you to Select Age Group dialog box.

7.4.2 View

This command allows you to view school house standards for various age groups. This command is available (in lieu of **E**dit) if the PFT academic test has already been graded.

1. From the Select Age Group (With View Capability Only) dialog box (Figure 7-08), click on **V**iew. The Enter Lowest Passing Percentage dialog box (Figure 7-10) opens.

Age Group	USMC Standard	Schoolhouse Standard
17 - 26:	135	<input type="text" value="135"/>
27 - 39:	110	<input type="text" value="110"/>
40 - 45:	88	<input type="text" value="88"/>
46 and up:	65	<input type="text" value="65"/>

Passing Percentage:

Figure 7-10. Enter Lowest Passing Percentage (View)

2. Referring to Table 7-01 for an explanation of the data fields, review the Schoolhouse Standard for each age group.
3. Click on **C**ancel to return to the Select Age Group dialog box (Figure 7-08).

7.4.3 Reset

This command allows you to reset the minimum passing score for each age group to the Marine Corps' minimum standard. This command is accessible until a PFT academic test has been graded. It does not affect the Passing Percentage.

1. From the Select Age Group dialog box (Figure 7-07), click on **R**eset. A message appears to provide information about this function.
2. Click on **Y**es to continue. A message advises that the system is processing. Then the system returns you to the Select Age Group dialog box.

7.4.4 Print

This command allows you to print a table listing the composite scores of the three elements (pullups, crunches, and run time) comprising the PFT grade. The scores range from 300 to 1. To the right of each score is a percentage weight that the score represents for each of the four ages groups. Note that each score is weighted to allow a better grade, with a lower score, for each higher age group. For a 80 percent passing minimum, the minimum passing score is 135 for the 17 to 26 age group, 110 for the 27 to 39 age group, 88 for the 40 to 45 age group, and 65 for the 46 and above age group.

From the Select Age Group dialog box (Figure 7-07 or 7-08), click on **P**rint. A message advises "Building Report." Then the PFT Grade Table appears with scores arranged from highest to lowest for each age group. Refer to Table 7-02 for an explanation of the PFT Grade Table.

Table 7-02. PFT Grade Table

ITEM	DESCRIPTION
Score	This column depicts the range of scores possible for the three composite elements of the PFT.
17 to 26	This column depicts the PFT grade for the 17 to 26 age group that corresponds to the score in the far left column. Note that with a minimum passing percentage of 80 for each element, the minimum passing score for this age group is 135.
27 to 39	This column depicts the PFT grade for the 27 to 39 age group that corresponds to the score in the far left column. Note that with a minimum passing percentage of 80 for each element, the minimum passing score for this age group is 110.
40 to 45	This column depicts the PFT grade for the 40 to 45 age group that corresponds to the score in the far left column. Note that with a minimum passing percentage of 80 for each element, the minimum passing score for this age group is 88.
46 and above	This column depicts the PFT grade for the 46 and above age group that corresponds to the score in the far left column. Note that with a minimum passing percentage of 80 for each element, the minimum passing score for this age group is 65.