

Have you done your
check-ins?

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Overview

The check-in story

What check-in sheets are

Why and how we use check-in sheets?

Examples

Limitations and improvements

Questions



The check-in story Students



End of semester

- Some students hadn't passed
- "Been to all their classes"
- "Done all the work"
- Teachers had told them making progress
- "It's not fair - my classmates did the same as me and they passed"

The check-in story – Teachers



- Insistent they had told students not making sufficient progress
- Given ample feedback
- Frustrated, spent a lot of time:
 - writing and recording feedback
 - catching students up and going over work missed
 - counselling them to attend more regularly
 - asking them to put away their mobile phones
 - urging them to hand in homework
 - encouraging them to participate in class
 - pushing them to complete online tasks

The check-in story – Team Managers and Academic Counsellor



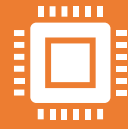
What we had:

- Conversations undocumented
- Many students missed the ‘things to improve’ part in the ‘feedback sandwich’
- Some teachers comment not wanting to demotivate or ‘crush’ students

What we needed:

- Documented feedback from teachers in one place
- Feedback on:
 - all aspects of learning, engagement and development
 - study skills, time management, engagement also needed
- Feedback delivered and discussed in face to face, one on one tutorials

Environment



Centre for Languages, WINTEC
Waikato Institute of Technology



600 students

50/50 Domestic
and International

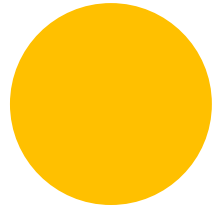
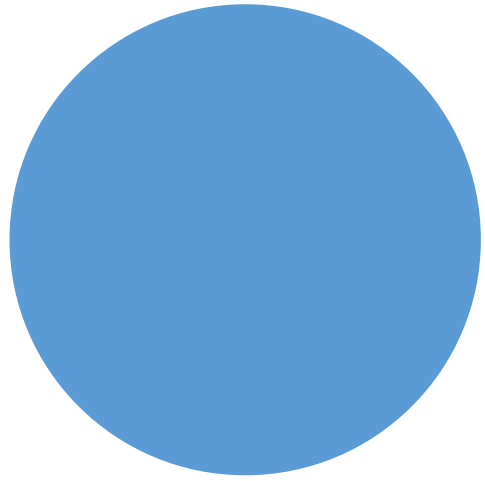


NZCEL Levels 1F to Level 5
18 week semester – 2 terms



4 modules to each
programme

Reading & Writing
Listening & Speaking



What are check-in sheets
and how do they work?



NZCEL Level: _____

Stream: _____

Student Full Name: _____

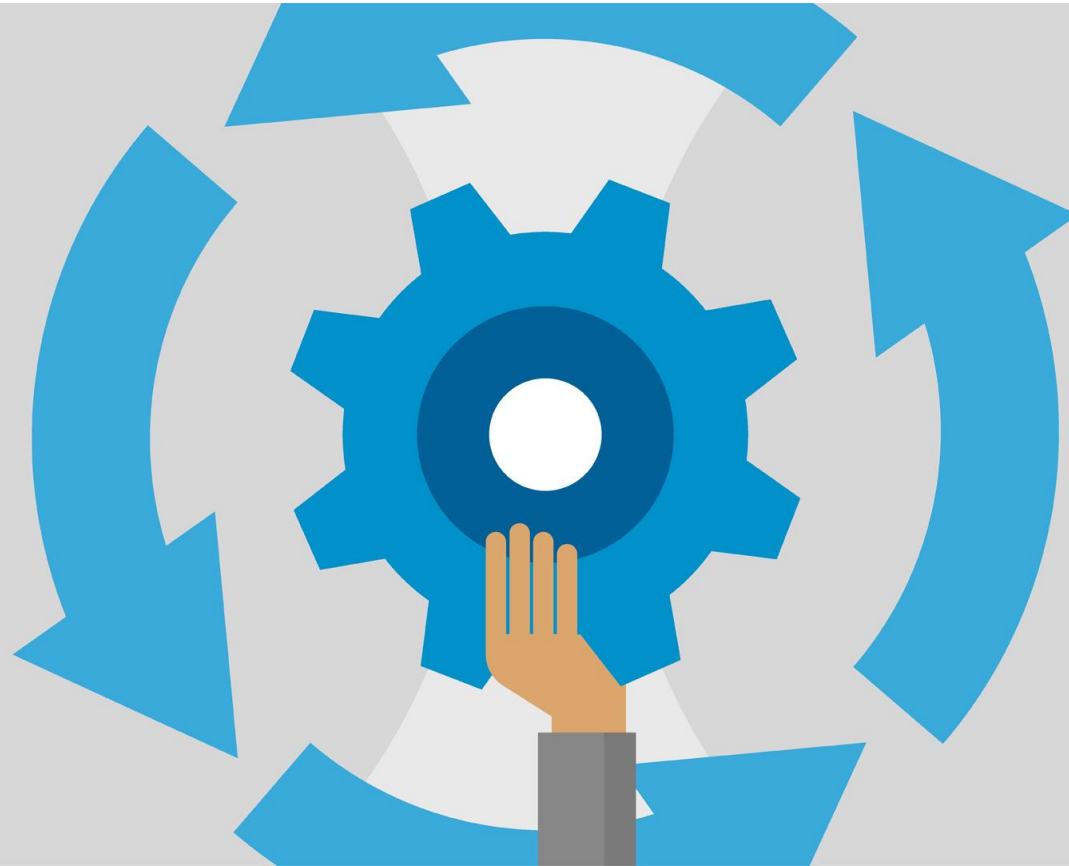
Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No	Yes/No	
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No	Yes/No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No	Yes/No	
	I <u>almost always</u> actively participate in all class activities	Yes/No	Yes/No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No	Yes/No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/No	Yes/No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No	Yes/No	
Listening	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Speaking	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Reading	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Writing	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Additional student comments:				
Additional tutor comments:	Listening & Speaking			
	Reading & Writing			

NZCEL Level: _____

Stream: _____

Student Full Name: _____

Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No	Yes/No	
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No	Yes/No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No	Yes/No	
	I <u>almost always</u> actively participate in all class activities	Yes/No	Yes/No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No	Yes/No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/No	Yes/No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No	Yes/No	
Listening	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Speaking	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Reading	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Writing	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Additional student comments:				
Additional tutor comments:	Listening & Speaking			
	Reading & Writing			



Check-in sheet process

Week 6 and Week 12

- Teaching team consider same questions for each student (out of class)
- Teachers complete the same check-in sheet with recommendations and advice
- Students attend 1:1 feedback session to go through the comments, and recommendations
- Student keeps copy, original to Academic Counsellor
- Academic Counsellor follows up with students of concern
- Team Managers and Academic refer to the sheets if there are issues or concerns

Why use check-in sheets? - Students

Opportunity for students to:

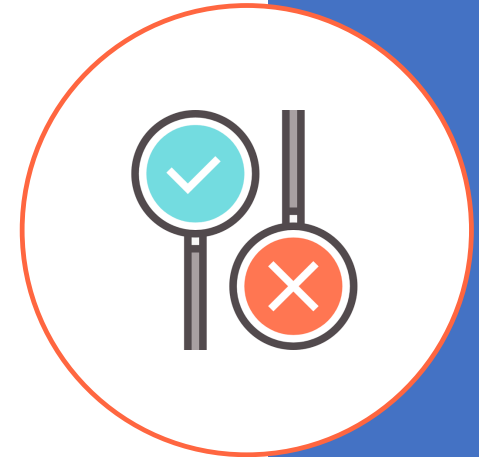
- ✓ take time to evaluate their study skills and progress – take ownership
- ✓ consider their progress as a whole, instead of per piece of work
- ✓ provide comments, ask questions or raise concerns
- ✓ engage in structured 1:1 discussions with teacher about performance and progress
- ✓ receive targeted advice and recommendations for improvement
- ✓ receive documented feedback they can take away and refer to



Why use check-in sheets? - Teachers

Opportunity for teaching team to:


- ✓ evaluate and discuss students' study skills and progress as a whole
- ✓ provide documented and targeted feedback and advice
- ✓ engage with students through a structured 1:1 discussion about performance and how to get on track
- ✓ feel 'safe' when talking about not yet being on-track
- ✓ have evidence of having provided constructive feedback
- ✓ see student from teaching partners perspective



Why use check-in sheets? – Team Managers and Academic Counsellor



- ✓ opportunity for early intervention, to get students of concern back on track
- ✓ refer to the check-ins when meeting students of concern
- ✓ get a picture of students performance and progress if teacher not available
- ✓ support teachers by reinforcing same advice and recommendations
- ✓ have evidence of feedback given and support provided

Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	No, but you are improving. Keep it up!
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	Yes, but
	I <u>almost always</u> actively participate in all class activities	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	On your phone quite often. Need more concentration.
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	Sometimes.
	I <u>almost always</u> complete my self-study and online tasks	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	Spend one hour on listening to conversations (Moodle) Spend one hour on listening to sentences and practise speaking (Moodle)
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No <input checked="" type="radio"/> Yes	Yes/No <input checked="" type="radio"/> Yes	Don't be shy to ask questions.
Listening	I am making progress at the required pace	Yes/Not yet <input checked="" type="radio"/> Not yet	Yes/Not yet <input checked="" type="radio"/> Not yet	I need to see more listening practice on Moodle. Ask questions when you don't know what to do.
Speaking	I am making progress at the required pace	Yes/Not yet <input checked="" type="radio"/> Not yet	Yes/Not yet <input checked="" type="radio"/> Not yet	You need more fluency practice. Use simple sentences and more listening on how people say things. Work on sentence stress.
Reading	I am making progress at the required pace	Yes/Not yet <input checked="" type="radio"/> Yes	Yes/Not yet <input checked="" type="radio"/> Yes	
Writing	I am making progress at the required pace	Yes/Not yet <input checked="" type="radio"/> Yes	Yes/Not yet <input checked="" type="radio"/> Yes	but need to improve grammar and vocabulary
Additional student comments:				
Additional tutor comments:	Listening & Speaking more concentration in class. Ask questions if you don't understand. You can achieve more if you pay attention to class activities.			
	Reading & Writing			

Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No	Yes/No	Come to class on time!
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No	Yes/No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No	Yes/No	
	I <u>almost always</u> actively participate in all class activities	Yes/No	Yes/No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No	Yes/No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/No	Yes/No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No	Yes/No	
Listening	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Speaking	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Reading	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Writing	I am making progress at the required pace	Yes/ Not yet	Yes/ Not yet	
Additional student comments:				
Additional tutor comments:	Listening & Speaking			
	Reading & Writing			

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Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	Great class attendance.
	When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	You are really proactive in class and work exceptionally well with your classmates and supporting them.
	I <u>almost always</u> actively participate in all class activities	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	} most of these are completed to a high standard! } Great activity completion
	I <u>almost always</u> complete my self-study and online tasks	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	} = } You are mostly fully engaged in all class activities. You are certainly making good
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No	
Listening	I am making progress at the required pace	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	} progress. Continue working at your speed when you speak.
Speaking	I am making progress at the required pace	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	
Reading	I am making progress at the required pace	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	} I see your potential Rajinder, and you have the ability to do well. However at times you seem to work too quickly, both in reading & writing
Writing	I am making progress at the required pace	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> Not yet	
Additional student comments:	ALEX and Anthea helps me alot for this course. And I easily understand Everything in classroom or outside.			
Additional tutor comments:	Listening & Speaking Rajinder, you are really focused this semester and you are active in all tasks. Continue in this positive manner! 😊			
	Reading & Writing You have a great attitude, Rajinder, you are hard-working and always positive. However see my comment above - take care when you read & write, not to work too quickly to complete a task. Accuracy is needed.			

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Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	Very punctual
	When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	Your work with others in class is great You have an excellent attitude.
	I <u>almost always</u> actively participate in all class activities	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	I <u>almost always</u> complete my self-study and online tasks	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	You are hard-working and always well-prepared
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Listening	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	continue working on synthesizing!
Speaking	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	At times you get nervous and slip on the advice given for your pronunciation + grammar
Reading	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	You passed the first reading assessment, and all port folio work.
Writing	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	Unfortunately writing has still not reached standard
Additional student comments:	ALEX and ANTHEA teach me very well in this semester. Finally, I enhanced my knowledge with the help of my teachers. Thankyou so much Teachers 😊			
Additional tutor comments:	Listening & Speaking	keep calm and slow down with speaking!		
	Reading & Writing	You have worked well all semester but unfortunately we have not seen enough progress in your essays/report. Make sure you review all writing portfolio work, and carefully prepare for the final writing result.		

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Week <u>12/6</u>	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	<u>Yes/No</u>	<u>Yes/No</u>	
	When I cannot attend class I <u>almost always</u> contact my tutors	<u>Yes/No</u>	<u>Yes/No</u>	<i>Send us a message if you can't attend.</i>
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<u>Yes/No</u>	<u>Yes/No</u>	
	I <u>almost always</u> actively participate in all class activities	<u>Yes/No</u>	<u>Yes/No</u>	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<u>Yes/No</u>	<u>Yes/No</u>	
	I <u>almost always</u> complete my self-study and online tasks	<u>Yes/No</u>	<u>Yes/No</u>	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	<u>Yes/No</u>	<u>Yes/No</u>	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<u>Yes/No</u>	<u>Yes/No</u>	
Listening	I am making progress at the required pace	<u>Yes/Not yet</u>	<u>Yes/Not yet</u>	
Speaking	I am making progress at the required pace	<u>Yes/Not yet</u>	<u>Yes/Not yet</u>	
Reading	I am making progress at the required pace	<u>Yes/Not yet</u>	<u>Yes/Not yet</u>	
Writing	I am making progress at the required pace	<u>Yes/Not yet</u>	<u>Yes/Not yet</u>	<i>Focus on review the grammar that you have learnt before.</i>
Additional student comments:	<i>I want improve writing skill</i>			
Additional tutor comments:	Listening & Speaking			
	Reading & Writing <i>In order to improve writing, you will need to do extra writing and grammar practice.</i>			

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Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	I <u>almost always</u> actively participate in all class activities	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	I <u>almost always</u> complete my self-study and online tasks	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Listening	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	
Speaking	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	
Reading	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	
Writing	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	
Additional student comments:	Need to continue to practice and review grammar so that you can show progress.			
Additional tutor comments:	Listening & Speaking	You are making steady progress in L/S.		
	Reading & Writing			

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Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
	I <u>almost always</u> actively participate in all class activities	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	Yes/ <input checked="" type="radio"/> No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/ <input checked="" type="radio"/> No	Yes/ <input checked="" type="radio"/> No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/ <input type="radio"/> No	Yes/ <input checked="" type="radio"/> No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Listening	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ Not yet	Yes / Not yet	Keep choosing listening journal videos that pushes you and you find enjoyable
Speaking	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ Not yet	Yes / Not yet	
Reading	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ Not yet	Yes/ Not yet	
Writing	I am making progress at the required pace	Yes/ <input checked="" type="radio"/> Not yet	Yes/ Not yet	You need to keep practising this to improve. Beware the verbs and prepositions you are missing. Sound it out when necessary.
Additional student comments:				
Additional tutor comments:	Listening & Speaking you are to standard for this level. Challenge your self to expand your ideas and use the new grammar tenses you are learning to your Speaking.			
	Reading & Writing I know that writing is a challenge for you. If you keep working at it, it will get better. It requires patience.			

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Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No	Yes/No	Could improve a little
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No	Yes/No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No	Yes/No	
	I <u>almost always</u> actively participate in all class activities	Yes/No	Yes/No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No	Yes/No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/No	Yes/No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No	Yes/No	
Listening	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Speaking	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	you can achieve this if you believed in your natural ability
Reading	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	Confident in this has improved.
Writing	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	You need to believe in yourself more in the writing. You have good ideas but clarity and accuracy need to improve
Additional student comments:				
Additional tutor comments:	Listening & Speaking	Prepare and plan a guide on what you want to say to expand your ideas during speaking activities.		
	Reading & Writing	Need to keep practising your writing to improve. I'm hoping all the reading practice pays off in the test.		

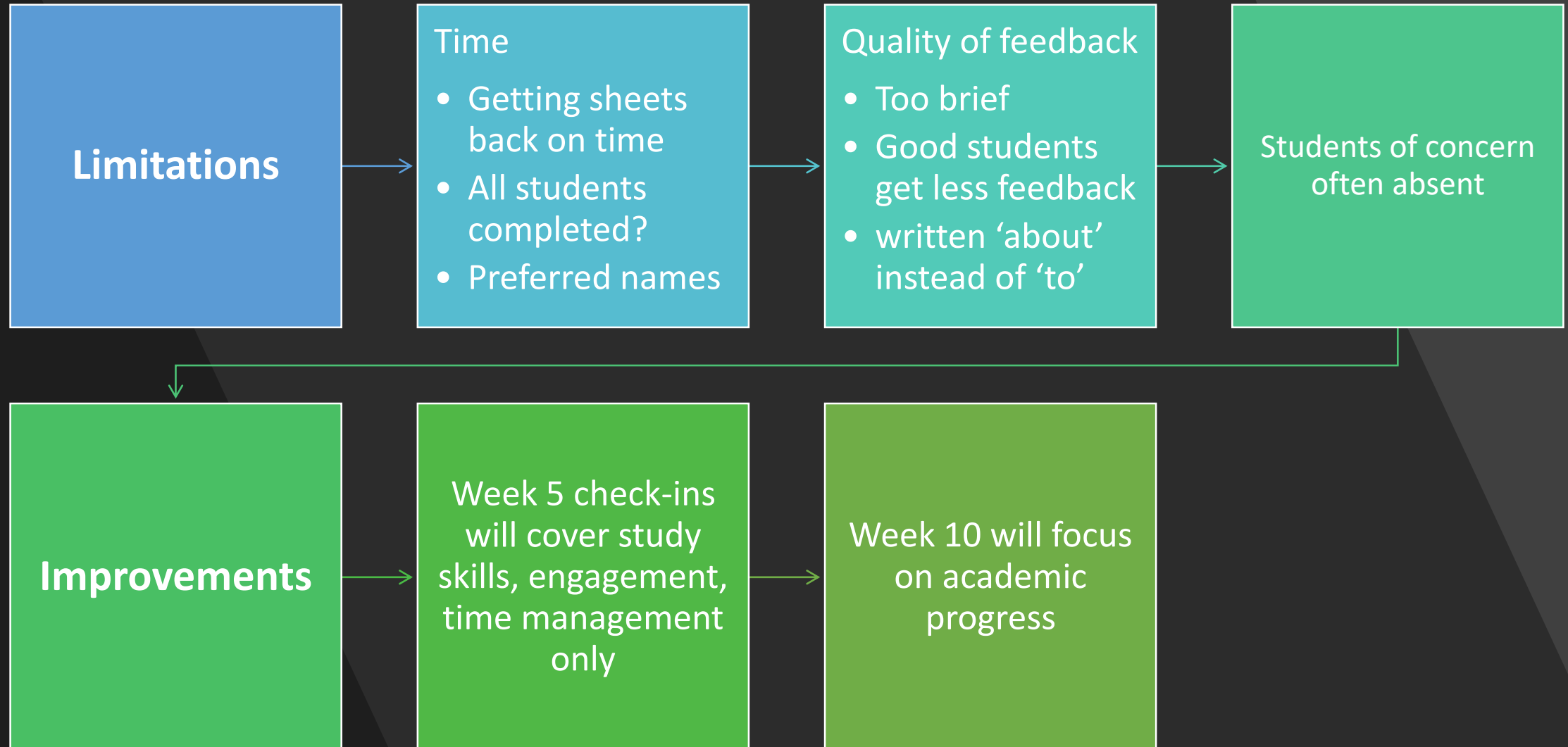
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Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No	Yes/No	Try to be on time & not disappear Hong.
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No	Yes/No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No	Yes/No	
	I <u>almost always</u> actively participate in all class activities	Yes/No	Yes/No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No	Yes/No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/No	Yes/No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No	Yes/No	
Listening	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Speaking	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Reading	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Writing	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Additional student comments:				
Additional tutor comments:	Listening & Speaking Your listening skills seem good Hong. I want you to focus on research + presentation skills. Your grammar/vocab is good so concentrate on fluency + clear pronunciation.			
	Reading & Writing Hong, I am happy you are working hard and doing all the work. Try improving grammar.			

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Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No ✓	Yes/No Ⓞ	Could still improve punctuality.
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No ✓	Yes/No Ⓞ	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No ✓	Yes/No Ⓞ	
	I <u>almost always</u> actively participate in all class activities	Yes/No ✓	Yes/No Ⓞ	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No ✓	Yes/No	
	I <u>almost always</u> complete my self-study and online tasks	Yes/No ✓	Yes/No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No ✓	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No ✓	Yes/No	
Listening	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet Ⓞ	
Speaking	I am making progress at the required pace	Yes/Not yet ✓	Yes/? Not yet	
Reading	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet	
Writing	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet	
Additional student comments:	I really want to improve speaking English quickly. I am not sure how to fix it.			
Additional tutor comments:	Listening & Speaking you're right Hong, I think speaking fluently is your biggest problem. Work on speaking fluently (no hesitation, repeating yourself) and clear word endings / word stress.			
	Reading & Writing You are good student, very focused in class. I am sure you'll be ok. Keep up the good work.			

Limitations and improvements



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Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No ✓	Yes/No (Yes)	
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No ✓	Yes/No (Yes)	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No ✓	Yes/No (Yes)	} You have a tendency to be very quiet, and are much more active when working away from your old friends.
	I <u>almost always</u> actively participate in all class activities	Yes/No ✓	Yes/No (Yes)	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No ✓	Yes/No (Yes)	} Several of the L&S Moodle activities not completed, Edith.
	I <u>almost always</u> complete my self-study and online tasks	Yes/No ✓	Yes/No (Yes)	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No ✓	Yes/No (Yes)	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No ✓	Yes/No (Yes)	
Listening	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	} For both of these skills you need a lot more practice in and out of class. Practice makes perfect!
Speaking	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	
Reading	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	} Stay focussed on the task at hand, Edith. A good
Writing	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	} start to the course in reading and writing.
Additional student comments:				
Additional tutor comments:	Listening & Speaking			
	Reading & Writing			Extensive reading recommended.

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Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No ✓	Yes/No (Yes/No)	
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No ✓	Yes/No (Yes/No)	} You've made improvements with discussion involvement - especially away from Dennis!
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No ✓	Yes/No (Yes/No)	
	I <u>almost always</u> actively participate in all class activities	Yes/No ✓	Yes/No (Yes/No)	} one or two online activities
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No ✓	Yes/No (Yes/No)	} Not completed.
	I <u>almost always</u> complete my self-study and online tasks	Yes/No ✓	Yes/No (Yes/No)	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No ✓	Yes/No (Yes/No)	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No ✓	Yes/No (Yes/No)	Don't be shy, Edith!
Listening	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	Work to do here. Lots of practice.
Speaking	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	
Reading	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	Portfolio working good.
Writing	I am making progress at the required pace	Yes/Not yet ✓	Yes/Not yet (Not yet)	Overall, you're working well, Edith. I hesitate to put 'Yes' until tests are marked. A good effort, with fluency in writing..
Additional student comments:				
Additional tutor comments:	Listening & Speaking			
	Reading & Writing			

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Week	Question	Student	Teacher	Suggestions for improvement	
6	Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	excellent punctuality!
		When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	✓
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No		Fantastic interaction with all class members and great group participation!
	I <u>almost always</u> actively participate in all class activities	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No		
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No		great proactive effort to complete tasks online and do your self-study. Especially since we know this is a new learning method for you!
	I <u>almost always</u> complete my self-study and online tasks	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No		
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No		great effort
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No		✓
Listening	I am making progress at the required pace	Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet		The next couple of weeks will be important to develop higher level listening skills!
Speaking	I am making progress at the required pace	Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet		you have taken all my advice on board and are at a good place to make more progress
Reading	I am making progress at the required pace	Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet		you are working hard, and over time you will consolidate & improve your skills
Writing	I am making progress at the required pace	Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet		Your writing needs to develop more accuracy. - it is pleasing to see how you are focusing on specific grammar.
Additional student comments:	⇒ In S & L I have little bit query of grammatical and pronunciation words ⇒ In R & W I need more practise rather than present, then I will achieve my goal.				
Additional tutor comments:	Listening & Speaking	See comments above, Sneha! you are certainly working hard and taking advice on board! (-)			
	Reading & Writing	you are very focused, Sneha, and so I am confident you will continue to make progress. I like the way you are thinking about particular grammar issues and specifically working on these! Keep up the hard work!			

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Week 12	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	You are very punctual.
	When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	You are a very supportive class member.
	I <u>almost always</u> actively participate in all class activities	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	You are up-to-date with all work.
	I <u>almost always</u> complete my self-study and online tasks	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	You check when you are unsure.
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	<input checked="" type="radio"/> Yes/ <input type="radio"/> No	
Listening	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input type="radio"/> Yes/ <input type="radio"/> Not yet	Good progress on synthesising,
Speaking	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input type="radio"/> Yes/ <input type="radio"/> Not yet	continue working on pronunciation + grammar
Reading	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	You have passed the first reading assessment - one more for the unit standard.
Writing	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input type="radio"/> Not yet	You have passed 'Writing under test conditions'
Additional student comments:	Indian Students ^{have} learned American Accents and grammar style, but here it is British Pattern, so, Sometime It would be different in their home countries and in Newzealand.			
Additional tutor comments:	Listening & Speaking	you have done well with both skills, sneha, but continue working on spoken grammar		
	Reading & Writing	You have worked hard, sneha, especially on grammar issues, and you have made great progress. Good luck in your assessments.		

Week 6	Question	Student	Teacher	Suggestions for improvement
Punctuality	I am <u>almost always</u> on time for every class	Yes/No	Yes/No	
	When I cannot attend class I <u>almost always</u> contact my tutors	Yes/No	Yes/No	Céline has emailed you at least twice, and has received no reply. It is polite to reply to emails from your tutors.
Directed learning in the classroom	I <u>almost always</u> work well with others in a pair or in a group	Yes/No	Yes/No	
	I <u>almost always</u> actively participate in all class activities	Yes/No	Yes/No	
Directed learning online	I <u>almost always</u> complete Moodle activities within the time my teacher gives me	Yes/No	Yes/No	You need to be spending at least <u>two</u> hours on Moodle each week.
	I <u>almost always</u> complete my self-study and online tasks	Yes/No	Yes/No	Have you done any Moodle, listening & speaking tasks?
Independent learning	I <u>almost always</u> prepare for every lesson and do self study	Yes/No	Yes/No	
	I <u>almost always</u> ask the teacher questions when I'm not sure about something	Yes/No	Yes/No	
Listening	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	No work submitted on Moodle in 7 weeks you did not achieve your course work assessment
Speaking	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	you participated well in the first speaking group assignment.
Reading	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Writing	I am making progress at the required pace	Yes/Not yet	Yes/Not yet	
Additional student comments:	I have been facing some difficulties with my listening, but I am trying my best to make progress with all modules. I am confident, because I have 3 wonderful teachers. 😊			
Additional tutor comments:	Listening & Speaking	What do you think you are trying to achieve in your listening & speaking classes?		
	Reading & Writing			

Week	Question	Student	Teacher	Suggestions for improvement	
12	Punctuality	I am <u>almost always</u> on time for every class	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	
		When I cannot attend class I <u>almost always</u> contact my tutors	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	Not always
Directed learning in the classroom		I <u>almost always</u> work well with others in a pair or in a group	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	
		I <u>almost always</u> actively participate in all class activities	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	Good
Directed learning online		I <u>almost always</u> complete Moodle activities within the time my teacher gives me	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	
		I <u>almost always</u> complete my self-study and online tasks	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	Are you sure? 😊
Independent learning		I <u>almost always</u> prepare for every lesson and do self study	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	
		I <u>almost always</u> ask the teacher questions when I'm not sure about something	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> No	
Listening	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	You need to carefully read and understand written texts associated with listening contexts	
Speaking	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	You are a very able communicator, but you need to carefully integrate the academic skills we are learning	
Reading	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet		
Writing	I am making progress at the required pace	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	<input checked="" type="radio"/> Yes/ <input checked="" type="radio"/> Not yet	Good work - keep it up.	
Additional student comments:	I am completely satisfied with my stream and the methods ^{that} has been using to teach and educate us in level five, because I feel I improved in many ways. Thank you!				
Additional tutor comments:	Listening & Speaking	Take care to integrate solid information from your academic reading in your group discussions. Show/use the author's name or article title as a reference.			
	Reading & Writing				

Thanks for
listening!

Questions?

