



# Utah Fire and Rescue Academy

## Fire Officer I

### Basic Grading Template

#### Basic Grading Rules:

- Rule #1 – The instructor has full discretion when it comes to grading – these guidelines are only for continuity, a place to start.
- Every assignment is either a PASS or FAIL.
- If a student fails the assignment, he/she may redo the assignment with markups from the instructor so that they know what they need to improve or include.
- Assignments may be either emailed or hard copied – as per the instructor’s preferences and situation. Either way, the lead needs to know a pass or fail for each assignment and student.
- Red pen should be used for all hard copy corrections. Files can be printed and marked up in red pen; however, the original will need to make it back to the student so they can see your comments.
- Corrections should be made to the electronic document in red font notes at the end of the document and emailed back to the student.
- The instructor who gives the lecture should receive the assignments and grade them. Any work pass or fail, should be forwarded back to the student via email or hard copy.
- When each assignment is passed, the lead will be advised and he will place his initials in the passed section of the “In House Examination” box on the student’s training record.

#### Title Page:

- Title Page is followed as per the example given in Module I.
- Stapled in the upper left corner.

#### Formatting:

- The student is free to create a format that is understandable and within the requirements of the assignment.
- The student is encouraged to use their own letterhead if possible where indicated – no points deducted if it is not used.
- The subjective part is “Do I think that this format is professional looking?” or “I would be happy to present this as MY own work.”

#### “Assignment” Section:

- All questions have been addressed completely.
- Answers should not leave the instructor asking questions. (Clarity and Brevity).
- The actions of “describe”, “create”, “explain”, “identify”, etc... need to be met.

#### “Requirements” Section:

- Each of the requirements will be different from assignment to assignment.
- All requirements of the assignment must be met.
- The instructor/grader will determine the “tipping point” of the pass or fail mark based on the requirement – did the student follow directions and learn the skill?