

PROGRESS CHART SUBJECT: R/AC UNIT # _____ Elect. Unit # _____ Controls Unit # _____ HTNG. UNIT # _____ CLASS # _____

Email in this copy upon exam completion. Retain a copy for your records.

CHAPTER NAME _____ NUMBER _____

INSTRUCTOR NAME: _____																	PROCTOR NAME: _____					PROCTOR NUMBER: _____					GRADE SUMMARY PASSING GRADE: 70%											
STREET ADDRESS: _____																	CITY, STATE, ZIP CODE: _____					PHONE NUMBER: _____										EMAIL: _____						
MEMBER NO. IF MEMBER: _____																	OCCUPATION: _____																					
See pg. 2 for instructions. Email a copy of this sheet to certification@rses.org after completing examinations																	LESSON NO./ COMPLETION DATE ►	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	0 REVIEW Q. %	A ATTITUDE %	C UNIT AVG. %	D UNIT EXAM %	E GRADE %
MEMBER NUMBER (if Applicable)			MEMBER NAME (Last, First)																																			

SECTIONS D AND E
RSES HEADQUARTERS USE ONLY

INSTRUCTIONS

This progress chart is designed to help the instructor keep proper class records, and to assist in the evaluation of a student's overall performance for the entire Unit. This progress chart will also enable International Headquarters to maintain current records.

Refer to RSES Proctor Guidelines for conducting Training Courses. Copies are available from Headquarters.

This form, when completed, will become a permanent record on file at International Headquarters.

To get the maximum benefit from this progress chart, carefully observe the following:

1. **CLEARLY PRINT** all information. Illegible information may result in delay of receiving certificates.
2. **ENTER MEMBERSHIP NUMBER IN EVERY CASE.** The Chapter Secretary and the instructor are responsible for assuring that all participants who are members include the following:
 - Membership numbers should be copied from CURRENT MEMBERSHIP CARDS. In the case of new members who have not been issued a card, enter NEW MEMBER in this column.
 - IF class enrollment exceeds the number of blanks, use additional progress charts and complete the SHEET NUMBER spaces in the lower right corner.
3. **ATTENDANCE:** Enter the session dates and Lesson completion dates at the top of the grid. Note attendance using P for PRESENT, A for ABSENT, and E for EXCUSED.
4. **RETURN** a copy of this form to International Headquarters via email upon administering the final examination. THE FINAL EXAMINATION REQUEST FORM will be sent from International Headquarters when the enrollment list is received. Double check spelling of student names to ensure correct certificates are sent.
5. **REVIEW QUESTIONS** are to be checked for completion by the instructor and noted on the grid. In column A, enter a percentage grade based on the average of all review questions correctly completed.
6. **ATTITUDE:** Students should be informed at the beginning of the Course that the way they conduct themselves will affect their final grade. Consideration should also be given to the student's attendance, degree of cooperation, and work done in class. Participants who inform the instructor before an absence (indicated by an E marked for attendance) merit consideration for a better Attitude grade than participants who miss class without informing the instructor. Enter in column B a percentage grade for attitude.
9. **SESSION AVERAGE:** (If completing by hand) For each participant, add columns A and B, then divide this sum by 2. Enter the result in column C. (If completing digitally) the form will calculate column C automatically once columns A and B are entered.
10. **LEAVE COLUMNS D (Final Exam) and E (Final Grade) BLANK.** These will be completed at International Headquarters.
11. **VERIFY** that all entries are completed up to column D and email the progress chart to certificaiton@rses.org. Completed paper final exams should be mailed to International Headquarters.