

SKEMA—Skills, Knowledge, and Experience Mastery Assessment

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Student Name Example Student Starting High School Date August 2017
School Attended Sample High School
School District Sample District Ending High School Date May 2021

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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	4	4/15/2021	AG		X				X Attendance
Attendance at work at a level commensurate with work peers	X		X	4*	4/29/21	AAG		X		X		
Punctual to school and work	X		X	4*	4/30/21	MT		X				X Attendance
Complies with health, safety, and emergency procedures at school and work.	X		X	3*	2/7/20	HH		X		X	X	X Safety Test

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

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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	
	1. Respond to and meets new work challenges within a reasonable time frame provided needed visual supports or training	X		X	3**	3/12/20	HH		X		X	X	
	2. Communicates concerns clearly and asks for assistance when needed.	X		X	3**	11/10/20	MT		X				X Work report
	3. After a probationary period, work at a satisfactory rate for the job.	X		X	4**	3/9/21	MT		X		X		
	4. Apply information previously learned to a new setting, routine, or scenario.	X	X	X	4**	3/3/21	AG		X			X	
	5. Follow multi-step routine directions and/or at least 2-step non-routine directions.			X	3**	5/7/21	AG	X	X			X	X Work report

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	6. Use job-related tools, technologies and materials appropriately.	X		X	** 4	5/6/21	MT				X	X
7. Demonstrates flexibility when the nature of the work changes.	X		X	** 3	1/12/21	AG		X				
8. Maintains workplace appropriate language and social skills for each work placement.			X	** 4	11/6/19	HH		X				
9. Respect authority and chain of command	X		X	** 2	5/13/21	AH		X			X	X work report
10. Follow a task schedule presented in a variety of formats.	X		X	** 3	10/4/19	HH		X				

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

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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	4	5/6/21	AG		X				X work report

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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		1	5/16/21	AG				X		
	4. Understand the importance and budgeting of money.		X		1	5/16/21	AG				X		
	5. Reads fluently and with comprehension at a 5 th grade reading level.		X		1	5/16/21	AG				X		
	6. Complete forms, questionnaires, inventories, daily logs, etc. presented in variety of formats.		X		2	5/16/21	AG		X			X	
	7. Write simple messages or notes using paper or technology.		X		3	5/16/21	AG		X			X	

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	14. Understand individual civic responsibilities and ethical practices above and beyond the job description.			X									
	15. Critically analyze a situation or work list to anticipate work and personal needs and manage responsibilities.			X									
	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	4	5/4/21	At						X work reports

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Work Experience: 2 years experience required for an Occupational Diploma

Work Experience	Start Date	End Date	Paid	Unpaid
Location School Coffee Shop 2019 Fall Semester	August 2019	December 4, 2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluation or Performance Narrative Example is a great teammate. Respectful and wants to learn. Money handling requires full support. Follows coffee maker visual routine independently.				
Work Experience	Start Date	End Date	Paid	Unpaid
Location School Office as Attendance Clerk Spring 2020 (until covid)	January 4, 2020	March 13, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evaluation or Performance Narrative Example was able to complete the daily attendance log independently after 2 weeks with coach. Everyone enjoys working with Example.				
Work Experience	Start Date	End Date	Paid	Unpaid
Location Dog walker, plant care taker (Covid safe job) Fall 2020 Spring 2021	August 24, 2020	has not ended	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evaluation or Performance Narrative Example has secured a dog care/plant care volunteer job with 2 neighbors. Example was on-time everyday given the help of a timer on their phone. Independently				

Cared for dogs & plants. When the dogs got away, Example needed help making a plan to find them. Both neighbors so pleased, they paid Example.