

**COURSE CODE  
& NAME:**

**COURSE  
DATE(S):**

**COURSE  
LOCATION:**

**SAR GROUP:**

**LEAD  
INSTRUCTOR:**

**ASSISTANT  
INSTRUCTORS:**

**PLEASE PRINT CLEARLY**
**ASSESSMENTS:** Record scores for each assessment and total final grade, applying weighting as necessary. Students must pass all practicals and attain a mark of 70% or above on the final exam in order to achieve a Pass.

| #   | LAST NAME | FIRST NAME | EMAIL ADDRESS | ASSESSMENTS |                  |    |    |    | FINAL GRADE (P/F) |
|-----|-----------|------------|---------------|-------------|------------------|----|----|----|-------------------|
|     |           |            |               | EXAM (%)    | PRACTICALS (P/F) |    |    |    |                   |
|     |           |            |               |             | P1               | P2 | P3 | P4 |                   |
| 1.  |           |            |               |             |                  |    |    |    |                   |
| 2.  |           |            |               |             |                  |    |    |    |                   |
| 3.  |           |            |               |             |                  |    |    |    |                   |
| 4.  |           |            |               |             |                  |    |    |    |                   |
| 5.  |           |            |               |             |                  |    |    |    |                   |
| 6.  |           |            |               |             |                  |    |    |    |                   |
| 7.  |           |            |               |             |                  |    |    |    |                   |
| 8.  |           |            |               |             |                  |    |    |    |                   |
| 9.  |           |            |               |             |                  |    |    |    |                   |
| 10. |           |            |               |             |                  |    |    |    |                   |
| 11. |           |            |               |             |                  |    |    |    |                   |
| 12. |           |            |               |             |                  |    |    |    |                   |
| 13. |           |            |               |             |                  |    |    |    |                   |

| #   | LAST NAME | FIRST NAME | EMAIL ADDRESS | ASSESSMENTS |                  |    |    |    | FINAL<br>GRADE<br>(P/F) |
|-----|-----------|------------|---------------|-------------|------------------|----|----|----|-------------------------|
|     |           |            |               | EXAM<br>(%) | PRACTICALS (P/F) |    |    |    |                         |
|     |           |            |               |             | P1               | P2 | P3 | P4 |                         |
| 14. |           |            |               |             |                  |    |    |    |                         |
| 15. |           |            |               |             |                  |    |    |    |                         |
| 16. |           |            |               |             |                  |    |    |    |                         |
| 17. |           |            |               |             |                  |    |    |    |                         |
| 18. |           |            |               |             |                  |    |    |    |                         |
| 19. |           |            |               |             |                  |    |    |    |                         |
| 20. |           |            |               |             |                  |    |    |    |                         |
| 21. |           |            |               |             |                  |    |    |    |                         |
| 22. |           |            |               |             |                  |    |    |    |                         |
| 23. |           |            |               |             |                  |    |    |    |                         |
| 24. |           |            |               |             |                  |    |    |    |                         |
| 25. |           |            |               |             |                  |    |    |    |                         |
| 26. |           |            |               |             |                  |    |    |    |                         |

FOR ADMINISTRATIVE PURPOSES ONLY – to be Completed by the Lead Instructor.

**Instructor Acknowledgement:** By signing I acknowledge that the students listed above have attended the course and achieved the above grades.

\_\_\_\_\_  
Signature of Lead Instructor

\_\_\_\_\_  
Date

| Approved JIBC (Initials) | Date | Student Records<br>Updated (Initials) | Date |
|--------------------------|------|---------------------------------------|------|
|                          |      |                                       |      |