«Student\_No» «First\_Name» «Last\_Name»

| **Student** | {#student}{student\_first\_name} {student\_last\_name} {student\_nickname} | **Student ID** | {student\_id}{/student} |
| --- | --- | --- | --- |
| **Course** | {#courseMetaData}{course} | **Class** | {class\_name} |
| **Start Date** | {start\_date} | **Finish Date** | {end\_date} |
| **Teacher/s** | {teacher\_1} and {teacher\_2}{/courseMetaData} | | |

**Write test results in percentage values**

*NA = Test not given, Hols = Holidays, Abs = Absent, DNS = Did not Submit*

| Start Week |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Grammar | {#student}{G1} | {G2} | {G3} | {G4} | {G5} | {G6} | {G7} | {G8} | {G9} | {G10} |
| Vocabulary | {V1} | {V2} | {V3} | {V4} | {V5} | {V6} | {V7} | {V8} | {V9} | {V10} |
| Listening | {L1} | {L2} | {L3} | {L4} | {L5} | {L6} | {L7} | {L8} | {L9} | {L10} |
| Reading | {R1} | {R2} | {R3} | {R4} | {R5} | {R6} | {R7} | {R8} | {R9} | {R10} |

**Select grades (A, B, C, etc) as per conversion table below**

*NA = Test not given, Hols = Holidays, Abs = Absent, DNS = Did not Submit*

| **Week** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Writing | {W1} | {W2} | {W3} | {W4} | {W5} | {W6} | {W7} | {W8} | {W9} | {W10} |
| Speaking | {S1} | {S2} | {S3} | {S4} | {S5} | {S6} | {S7} | {S8} | {S9} | {S10} |
| Pronunciation | {P1} | {P2} | {P3} | {P4} | {P5} | {P6} | {P7} | {P8} | {P9} | {P10} |

| **Overall** | | | |
| --- | --- | --- | --- |
| **Reading** | **Writing** | **Speaking** | **Listening** |
| {ROA} | {WOA} | {SOA} | {LOA} |

**Participation**: {participation} **Leavers:** {leavers}

**Teacher Comments:**

| {teacher\_comments}{/student} |
| --- |

| **Percentage** | **Impact Grade** | **Promotion Guide** |
| --- | --- | --- |
| 80 - 100 | A - Excellent | Mostly A’s - Promote to next level |
| 65 – 79 | B - Good | A’s & B’s - Consider for promotion |
| 50 – 64 | C - Developing | B’s & C’s - Stay in current level |
| 35 – 49 | D - Needs Improvement | D’s - Stay in current level |
| 0 - 34 | E - Unsatisfactory | E’s - Return to previous level |

*\* For an overall A for there should be at least two A’s on tasks. Teachers, please enter speaking and writing results every week.*