

**Presbyterian Church (USA)
Educator Certification Council
100 Witherspoon St., Room 4615
Louisville, KY 40202-1396
(502) 569-5751; toll-free (888) 728-7228, ext. 5751**

FOR YOUR INFORMATION

**CERTIFIED ASSOCIATE CHRISTIAN EDUCATOR EXAMINATION
GUIDELINES FOR READERS**

It is the hope of the Educator Certification Council that the Examination process can offer the educator opportunities to learn and grow from experience as well as to demonstrate his or her qualifications for certification. Therefore, the design for the examination process has several opportunities for feedback built into it.

Each examination is read by three readers. Two of the readers are selected from the council itself. The third reader is a recognized leader in educational ministry. Each reader evaluates the exam independently. The readers' recommendations are collated by the Council. If all readers approved all parts of the exam, certification is granted. If the readers are divided in their judgment, the Council reviews their comments and may refer to a fourth reader.

It is possible that the Council, acting on the recommendations of the readers, will pass the educator on parts of the exam and require additional work on other parts. In such a case, the Council depends heavily on the critiques of the readers to offer guidance to the educator for his or her additional work. Therefore, we request that readers be as specific as possible in making recommendations of areas or issues that the educator needs to address to successfully complete his or her exam.

As a "friendly reminder," please only pass sections of the exam where the educator has clearly followed directions and has included all parts that are required. Please also note that each section of the exam is either **Accepted** or **Not Accepted**. **Accepted** is to be marked only if the entire part is accepted and no additional work of any kind is suggested/required. **Not Accepted** is to be marked in any and all cases where a section or part is missing, a section or part is inadequate and needs to be re-done, or when the entire section of the exam is to be re-done for whatever reason. If you mark Not Accepted, please provide your rationale for doing so, along with your suggestions to the educator of what he or she needs to do to bring this part of the exam up to an acceptable level. These will be sent to the educator in a composite of all readers' comments.

In all cases where the entire exam is accepted, copies of the readers' comments are forwarded to the educators at the conclusion of the examination process. Educators have told us that they deeply appreciate reading those comments - both the positive and the negative ones - as they contribute to the learning experience that is an inherent part of the program. As a Council, we do urge our readers to make both positive and helpful negative comments. It can be easy to merely note the problems, forgetting to comment when a writer has done something well.

If you are interested in reviewing an exam that is considered as a model, recommended highly in all parts, please contact the certification office in Louisville and one will be made available.

Thank you for participating in the certification process as a reader. Your efforts are a vital contribution to the lives and work of some dedicated people.

CERTIFIED ASSOCIATE CHRISTIAN EDUCATOR EXAM
PART I Biblical Interpretation
Guidelines for Readers (Cont.)

QUESTION 4

___yes___no

Did the educator comment on the relationship of the theme to the educator's context for educational ministry?

Scale of Excellence
Comments

1 2 3 4 5

Based on your reading and evaluation of this exam paper, what suggestions would you make to this educator for future study of the Bible?

SUMMARY

Part I of the Certified Associate in Christian Educator Examination should be:

_____ Accepted

_____ Not Accepted

Rationale:

Follow-up Recommendations:

CERTIFIED ASSOCIATE CHRISTIAN EDUCATOR EXAM
PART II - Educational Design
Guidelines for Readers (Cont.)

QUESTION 4

yes no

Did the educator demonstrate an ability to "translate" the concepts, skills, and values of an "educational resource" into an active learning experience?

Scale of Excellence	1	2	3	4	5
Comments					

QUESTION 5

yes no

As you review the lesson plans and descriptions of the teaching/learning experience, is there evidence of an acceptable degree of clarity, creativity, and cohesiveness in the educator's use of context and process?

Scale of Excellence	1	2	3	4	5
Comments					

QUESTION 6

yes no

Is the educator's evaluation of both the resources and the total teaching/learning experience adequate for examination purposes?

Scale of Excellence	1	2	3	4	5
Comments					

SUMMARY

Part II of the Certified Associate in Christian Educator Examination should be

Accepted

Not Accepted

Rationale:

Follow-up Recommendations

CERTIFIED ASSOCIATE CHRISTIAN EDUCATOR EXAM
 PART III - Educational Practice
Guidelines for Readers

Please comment on the strength of the educator’s theory and practice and on the way in which the competencies in the knowledge/skill areas are or are not demonstrated. Please pay particular attention to the educator’s demonstrations of sensitivity to persons and awareness of the issues that underlie the situations being addressed. **Remember that the rating scale of excellence goes from 1 [unacceptable] through 3 [adequate] to 5 [outstanding].**

SITUATION # _____

Plan of Action

Scale of Excellence	1	2	3	4	5
Comments					

Integration of Knowledge and Skill Areas

Scale of Excellence	1	2	3	4	5
Comments					

Sensitivity Awareness

Scale of Excellence	1	2	3	4	5
Comments					

SITUATION # _____

Plan of Action

Scale of Excellence	1	2	3	4	5
Comments					

Integration of Knowledge and Skill Areas

Scale of Excellence	1	2	3	4	5
Comments					

Sensitivity Awareness

Scale of Excellence	1	2	3	4	5
Comments					

CERTIFIED ASSOCIATE CHRISTIAN EDUCATOR EXAM
PART III - Educational Practice
Guidelines for Readers (Cont.)

SUMMARY

Part III of the Certified Associate in Christian Educator Examination should be:

_____ Accepted

_____ Not Accepted

Rationale:

Follow-up Recommendations: