SPANISH-AMERICAN INSTITUTE

To: All Faculty and Staff ~ «FirstNAME» «LastNAME»

From: Dante V. Ferraro, President

RE: Bi-Monthly Exam/Attendance Roster Revision

Date: August 2, 2013

Please notice that there have been slight changes to the Bi-Monthly Grade/Attendance Roster.

First, the Lesson/Unit column has become a one-space line at the top of the Roster

Second, in addition to the usual left-hand grade columns for "Vocabulary", "Reading", "Grammar", and "Listening", you will now find two right-hand columns.

The "SP" column should now be used to record the "Speaking" grade in ESL courses and for the "Speed" (i.e. words or strokes per minute) grade in skills courses such as keyboarding.

The new "Wr" right-hand column should be used to record to record each student's ESL course "Writing" grade.

As always, the "GR" right-hand column should be used to record each student's overall grade.

Remember that as discussed and reviewed at Faculty Meetings and Workshops and prior memos, there are very useful aids available in the "Faculty Matters" section of the school website, including:

• Speaking and Writing Assessments
  http://www.sai2000.org/FacultyMatters/CEA/CEASpeakingAndWritingAssessmeents.html

• Sample Rubrics for Speaking and Writing and
  http://www.sai2000.org/FacultyMatters/CEA/CEASampleRubricsSpeakingAndWriting.html

• ESL Course Proficiency Descriptors
  http://www.sai2000.org/FacultyMatters/CEA/ProficiencyDescriptorsforESL-PlusCourseofStudy.html