



Task Process Report

Name: _____

Course: _____

Date: _____

Task Report Details _____ Group Members: _____ Task# _____.

Hands-on activities that relate directly to your course make learning fun and meaningful. With an abundance of activities available, students have the opportunity to work with several different course-related activities to broaden their skills, knowledge and values. In order to formalize this process, this SPICE, task-sheet has been created. Students must complete and follow through with their assigned task and record in PEN, to get full marks. Marks will be based on task completed and task process report. Feedback must be completed by the “customer”. These marks may be added or subtracted based on further future “customer” feedback. Staple related topic research papers (links in web portfolio are also acceptable, note in research) and rough notes, under this page.

Current Student Feedback from the previous week and how to improve this week:

Situation, the big picture including general description and location:

Problem, the task to accomplish (the challenge):

Category:

Investigation, possible topics to research, brainstorming ideas, and planning:

Research, attach papers and/or related web links:

Planning (# your major steps):

Ideas:

Do not start practical, until this first page is initialed by the Teacher!



Note: You have a total of two days to research a topic and get this page initialed by the teacher otherwise you will lose 1 mark off of the final task mark.

The Situation, Problem & Investigation *must all be* completed **before** continuing with Create and Evaluation.

Related research topic must be attached with key points highlighted and include a source or reference. One topic (about a page) for every two days (2 marks) of your practical work completed. Web portfolio links are acceptable also, reference in research section.



Task Process Report

Name: _____

Course: _____

Date: _____

Create and construct a general summary of what your major steps were¹:

Evaluation, conclusion (in the form of NEW skills, knowledge and values, i.e. learning?), "problem" resolved ?

"Customer" Feedback: _____

Detailed Daily Task Mark Breakdown Table:

Customer name printed: _____

Date: <i>Example:</i> Monday Nov 18	Daily Point rating	Specific Student Daily Tasks Details: (Must be filled in and initialed by the teacher for every day at the end of the period). <u>NOTE: Failure to get signed will result in 1 mark loss for each missed day</u>	Task verified	Over-time (in min.)	Over-time verified	Mark assigned
Monday				min.		
				/5 =		
Tuesday				min.		
				/5 =		
Wednesday				min.		
				/5 =		
Thursday				min.		
				/5 =		
Friday				min.		
				/5 =		

All over-time must be initialed and verified the same day by the teacher or overtime will not be added or included in daily mark!

General Overall Completed Task Mark Table:

Peer marked by: _____

Breakdown with quick explanations of each:	Self Eval.	Peer Eval.	Teacher Eval.
Group Work: How well did you work/co-operate with your partner(s)? Who was the team leader: _____	/1	/1	/1
Design Process: Is the SPICE sheet filled out properly- research 1 topic per 2 days of work with highlights & reference?	/4	/4	/4
Process/Product: Was the task done, using your ideas, research and planning and is the customer happy?	/5	/5	/5
Total Mark: Used to apply to each individual day mark in the above table, dependant on the current daily point rating.	/10	/10	/10

*Remember to keep your Task Chart Summary Sheet up-to-date for overall tracking of all of your practical work done.

¹ Create, Construct, & Evaluation are filled in at the end of the week (after you have researched and planned your task to be done).