SMART Certified Trainer Candidate Video Rubric

Reviewer name	
Certification	
Date	
Candidate name	
Final evaluation	☐ The video portion of your application **meets** our standards for the SMART Certified Trainer designation ☐ The video portion of your application **does not** meet our standards. Please see "Notes to the candidate" at the end of this document.

This document explains how your certification video assignment was evaluated, and whether or not it was approved. The candidate has 2 attempts to meet the delivery standards or repeat the course.

Ratings

Your certification assignment was assessed on a weighted scale. You must score either **Good** or **Excellent** in the overall rating of all four of the key elements to meet our standards.

Key Elements	Improvement Required	Fair	Good	Excellent
Facilitating Training	The order is not recognizable. Delivery does not follow the expected format.	The format is recognizable, but significant liberties are taken OR major items missed	Organized format with no major items missed. Missed minor items but these were covered elsewhere.	Well-structured, organized and prepared. Major and minor learning objectives covered effectively.
Play-by-Play	Does not describe procedural actions taken	Describes procedural actions at least 50% of the time	Describes procedural actions at least 80% of the time	Consistently describes every procedural action
21st Century Integration	There is a disconnection in reference to knowledge, pedagogy, and technology	The SMART product was used. Signs of integration were there, but were not very effective	The candidate clearly facilitated their knowledge, pedagogy, and technology into the presentation	The candidate is a subject matter expert and engages the learner with 21st Century Integration
Terminology	Neither SMART terminology nor proper operating system terminology is used, except by coincidence	Only basic terminology is used correctly. Candidate often describes item instead of using proper term.	Proper vocabulary is consistently and correctly used for SMART product software and hardware items. Operating system terminology is correct.	Candidate consistently and correctly employs SMART terminology for hardware, software, operating system terminology, and employs accurate training terminology

Feedback

Facilitating a training session
Be prepared for your training. Ensure that the audience is aware of where they can follow along with your presentation. Consider providing page numbers in the learner workbook, reference images and provide clear direction throughout the training. Focus on providing the intended instruction to the participants.

☐ You were well-prepared and organized

☐ You followed the order, flow and format of the facilitator's guide

☐ You addressed the skill levels of the audience to assure the training objectives were met

☐ When an unexpected behaviour occurred, you addressed the behaviour and worked towards resolving it

☐ You faced the audience

☐ You were genuine and had a natural delivery style

☐ You controlled the pace of the delivery (not too fast, not too slow)

☐ You spoke clearly and authoritatively

☐ You varied the energy level, generated a sense of excitement and had fun

Narrating the play-by-play
When demonstrating how to complete a procedure, a SMART Certified Trainer describes the actions they perform. This engages multiple learning styles and makes technology training easier to understand.

☐ You avoided use of generic terms like *here*, *this*, *that*, *there*, *over here*

☐ You provided specific guidance where to touch the SMART product (e.g., *upper-right corner*)

☐ You catered to multiple learning styles throughout the delivery

☐ The audience could follow the presentation when they were not physically observing the presentation

☐ Directions provided during the presentation were clear, concise and step-by-step

21st century integration

The SMART Certified Trainer uses the SMART product with ease. Their knowledge of pedagogy and of technology in the classroom engenders learning and student engagement. They provide guidance on best practices and incorporate tips, tricks and the experience of the audience into the training.

☐ You shared tips and tricks from personal experience

☐ You used an example that addressed the subject matter and reinforced learning

☐ You used an example that was relevant to the audience

☐ You used the SMART product effectively and engaged the audience.

☐ There was an easy presentation flow that showed you were comfortable with the product

☐ I felt you were a subject matter expert

Use of SMART product and operating system terminology

Ensure the correct and consistent usage of product and operating system terminology throughout the training experience. Using the correct terminology enables learners to reference concepts using their learner workbook and the product's online help system.

☐ You consistently used correct terms when describing the operating system

☐ You consistently used correct terms when describing SMART products

Notes to the candidate

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