ACE Evaluation Form

As a part of our continuing efforts to offer high quality education programs, Autodesk has prepared this evaluation form to assess the candidate for the Autodesk Certified Instructor (ACI) program. Listed below are several statements which describe the qualities of the candidate based the specific presentation indicated. Please rate each of these items as thoughtfully and carefully as possible. Your responses and comments are very important to Autodesk.

Workshop Location:				
Candidate Name:				
Practice Topic:	**Level:**		**Date:** (mm/dd/yy)	
Topic 1 :	**Level:**		**Date:** (mm/dd/yy)	
Topic 2 :	**Level:**		**Date:** (mm/dd/yy)	

Evaluation Criteria: **Scoring Range: 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Excellent**

1. KNOWLEDGE

Note to ACE: Modify ONLY the white entry boxes!

(How accurate and appropriate was the candidate's lesson?)

		Practice Topic	Topic 1	Topic 2
a)	Candidate demonstrated technical proficiency with the software	3	4	5
b)	Candidate demonstrated current and accurate knowledge of the topic	3	4	5
c)	Candidate demonstrated proficient technical workflow	3	4	5
d)	Candidate demonstrated practical application for presented concepts	3	4	5
	Topic Total	12	16	20

2. DELIVERY

(How effective was the candidate's presentation?)

		Practice Topic	Topic 1	Topic 2
a)	Candidate provided a proper introduction to the lesson	3	4	5
b)	Candidate presented the lesson objectives effectively	3	4	5
c)	Candidate had presence and controlled the classroom	3	4	5
d)	Candidate utilized vocal projection and vocal intonation in an effective manner	3	4	5
e)	Candidate displayed energy and enthusiasm throughout the presentation	3	4	5
f)	Candidate communicated in a clear and consistent manner	3	4	5
g)	Candidate used questions constructively to foster understanding of the material	3	4	5
h)	Candidate connected with the audience through eye contact and spacework (movement)	3	4	5
i)	Candidate used visual aids effectively	3	4	5
j)	Candidate delivered the lesson at a level appropriate for the stated audience	3	4	5
k)	Candidate used files/materials/examples suitable for subject matter and audience level	3	4	5
l)	Candidate structured lesson content in a logical manner	3	4	5
m)	Candidate managed time effectively	3	4	5
n)	Candidate presented material in a relaxed, professional manner	3	4	5
o)	Candidate provided an effective conclusion to the lesson	3	4	5
p)	Candidate achieved the lesson objectives	3	4	5
	Topic Total	48	64	80
	Grade	60.0	80.0	100.0
	The Passing Score is:		60	60
	Final Workshop Grade			90.0

Autodesk Certification Evaluator (ACE)		**Recommendations**	
(Completion) Date:		Candidate awarded Certification?	YES / NO
Name (please print):		Candidate to submit a Workshop Video Retake in 6 Months?	YES / NO
Signature:		Candidate to reattend a Workshop in 1 Year?	YES / NO