

ONE SHEET, ONE CLASS, ONE TERM

Class Tracker

Thirty learners, three checkpoints, both gates and the final marks on one printed page.

One row per learner for a whole term. Colour the checkpoint columns green, amber or red. Two columns are gates: no baseline and no ten relationships means the work cannot be marked, whatever the rest of the row says.

#	LEARNER	PROJECT	ROUTE	LEVEL	CP1 WK2	CP2 WK4	CP3 WK6	BASE- LINE	AFTER TAKEN	REL /10	ART /6	PROC /6	DEF /8	TOTAL /20	NEXT ACTION
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Reading the sheet in ten seconds

An empty baseline column at week four is the only genuine emergency on this page - everything else can be recovered later, and that cannot. Any red at CP3 means the defence will not happen on time; move that learner to a later batch rather than marking unfinished work.