

# ***START UP***

There are Ten Basic Steps (each involving things that must be done) to understand the basics of running a Grading Center. Take a moment now and simply look at each main step (not the sub-steps), to get a general idea of what needs to be done. **Follow these steps** — do not try to read through the entire manual.

## **STEP 1 - First Grading Center Operations Meeting**

Once you have been approved, you will **receive a package** containing all of the things requested from Headquarters (please allow *3 to 4 weeks* for HQ to process your application). Check the contents over carefully to be sure everything you requested is there.

This should be a meeting with only the Grading Center Supervisor (GCS) and any Grading Center (GC) helpers that will be assisting in GC Operations.

1. **Set up GC files** according to *pages 8-9*.  
(Just pencil in the titles to these files in case you eventually decide to change the system.)
2. Follow the instructions on *pages 6-7*, “*Train Student Study Supervisors (SSS’s)*).
3. **Photocopy forms** (follow the instructions for each one on *page 14*; the form masters are located in *Appendices B and C*):
  - a) **Introductory Letter** (with envelope mailer on back)
  - b) **SSS Card** (Student Study Supervisor Card)
  - c) **SSS Form** (Student Study Supervisor Form)
  - d) **SIF’s** (Student Information Forms) - only as many for the number of *active* students you anticipate
  - e) **Student Study Supervisor (SSS) Job Description**
  - f) **Student Study Supervisor (SSS) Instructions**
4. Follow instructions for “Mailing Introductory Letter” on page 12.

## **STEP 2 - After Introductory Letter Responses Arrive**

1. **Prepare your master student records** by following the instructions on *page 11*.

2. **Divide up the completed SIF's for assignment to each SSS.** Make up a stack of material for each SSS that includes the following:
  - a) Stack of **prepared SIF's**.
  - b) Number of **Part 1 Bible courses** equal to the number of students (plus one if you have decided the SSS's should take the course themselves).
  - c) **SSS Job Description** and at least the instructions for **Mailing Part 1**.
  - d) **SSS Card** (described on *page 11*).
  - e) **SSS Form** (described on *pages 11 and 12*).
3. **Prepare each SSS's stack of Part 1's for their students.** It is best to have this done in preparation for the SSS's rather than have them do it. (*See page 12, "Preparing Part 1."*)
4. In preparation for distributing the students and courses to the SSS's, be sure that you understand at least the **SSS Job Description** and **Mailing Part 1** instructions. Do this with everyone involved in GC administration so that you all have an opportunity to ask each other questions.
5. Decide whether you will distribute this information directly to each SSS, OR have one initial meeting to explain things where they can all come. You may also want to have one or more follow-up meetings to cover the procedures for **Grading Part 1** and **Mailing Parts 2-5** (*Appendix B*), but this will be difficult to do until you have some actual responses in hand to grade.
6. If you intend to deviate from the suggested approach of having the church pay for the cost of the Bible courses and the administration, be sure to make this clear to the SSS's.

*You may stop here, or if you want to "get ahead," go to **STEP 4** for additional GC level preparation.*

### **STEP 3 - Distribute Prepared Part 1's to SSS's**

This can be done either individually or at a short meeting with the GCS, any GC helpers, and the SSS's.

1. Go over the **SSS Job Description**.
2. Walk the SSS's through **Mailing Part 1**. *Remind them to keep* all the instruction sheets.
3. Encourage them to take the course themselves.
4. Discuss the expected rates of return for each SSS's students. Some will have higher or lower rates of return - this cannot be broken down to exact figures because there are so many variables. The more students they send out at first, the better.

### **STEP 4 - Second Grading Center Operations Meeting**

The GCS and GC helpers should prepare for Part 1 responses from students and distribution of Parts 2-5. (*The GCS should now read the manual pages 13-35.*)

1. **Prepare Parts 2-5 for distribution** (*page 13, "Preparing Parts 2-5"*).
2. **Become familiar with the forms not yet used** (*refer to pages 14-15*).
  - a) Decide how many of each form you will need.
  - b) NOTE: **Do not** make many copies of the Follow-up letter or Answer Sheets at first.

3. **Make sufficient photocopies of the following:**  
(After photocopying, place the originals in the *FORM MASTERS* file, according to page 9.)
  - a) **Part 1 Answer Key with Grading Part 1/After Grading Part 1** on the back.
  - b) **Parts 2-5 Answer Key with Grading Parts 2-5/After Grading Parts 2-5** on the back of Page E.
  - c) **Activity Report** cover sheets (see page 14).
4. **Review the following:**
  - a) **Chapter 3, "Processing Return Mail"** (pages 16-19) - determine who will be responsible for this duty.
  - b) **"Working with SSS's"** (page 22) to be sure they do their job correctly.  
You may wish to assign such terms as "SSS In Training", "SSS," or "Sr. SSS" (one who can do training of others). Do whatever works best for your circumstances.
  - c) **"General Controls"** (page 24) - discuss procedures that might be implemented in church in response to the items discussed here.
  - d) **Follow-up procedures** that will work in your Grading Center (page 25, "Follow-up Process" and "Deletions.") Some GC's have developed their own computer spreadsheet programs that serve as an excellent reminder of what needs to be done and when it needs to be done.
  - e) **Chapter 5, "Answering Questions"** (pages 28-30) - set up an effective system for your church. Much of this information, especially pages 30-33 will need to be copied and forwarded to the person who will actually answer the questions for the students.
  - f) **Chapter 7, "Communication with Administration"** (pages 34-35). *Pay special attention to the procedures for sending in referrals - this needs to be kept up to date.*
  - g) **Chart A, Student Processing Work Flow** (Appendix A) which will gradually develop as students begin to respond and more activity takes place.
  - h) Scan the rest of **Chapter 5, Miscellaneous** (pages 22-27) now, or at a later time.

## STEP 5 - Third Grading Center Operations Meeting

The GCS and GC helpers should meet after the first few responses from Part 1's begin to come in.

1. **Photocopy** a few of the first three or four Answer Sheets and Questionnaires returned by students *before they are graded*. These can then be used for training SSS's without having to wait for the actual returns from their students.  
  
Keep these practice sheets in a file for future training. Also, try to get a copy of a student that will fail when they are graded, so that you can have that available as practice in grading students that fail. Should you later run across abnormal grading situations, photocopy these for a special session of training with the more seasoned SSS's at some future point. Keep the abnormal sheets in a separate file.
2. **Go over the grading process** on these answer sheets. *Become familiar with the answer key symbols and the Grading Scale.*
3. Review:
  - a) **Grading Part 1/After Grading Part 1** (on the back of the copied Part 1 Answer Keys).
  - b) **Chapter 4, "Commonly Encountered Grading Problems"** (pages 20-21).
  - c) **Mailing Parts 2-5... and Returning Answer Sheets...** (pages 40-41).
4. Prepare some Parts 2-5 for each SSS to practice sending with graded Part 1 Answer Sheets.
6. Have enough SIF's available to explain the information each SSS must write in the Part 1 section *before* sending out Parts 2-5. (You may want to decide on your own in-house system of being sure that this gets done before Parts 2-5 are sent so the information is not lost.)
7. Plan the time for the next training meeting with your SSS's. *Be sure they bring red pens.*

## STEP 6 - Train SSS's: Grading Part 1; Preparing Parts 2-5

The most efficient approach to training SSS's is to have a meeting with them, the GCS and GC helpers.

1. **Distribute the following to each SSS:**

- a) Photocopied **Part 1 Answer Key** with **Grading Part 1/After Grading Part 1** on the back.
- b) Photocopied *practice* **Part 1 Answer Sheets** and Questionnaires. Advise them to wait to do the grading until you go over the grading procedures. (If you are doing this one on one, the SSS may opt to follow their SSS Instructions themselves.)

2. **Be sure each SSS understands the following points:**

- a) The abbreviations used on the Answer Key.
- b) The difference between the Study Guide and the Test sections of the Answer Sheet.
- c) How to grade questions where more than one answer is required.
- d) The Grading Scale at the end of the Answer Key.

3. Grade several of the practice Part 1 Answer Sheets, placing the scores in the box at the bottom.

4. Go over their Answer Sheets to see how they have done. Check for cleanliness, correct grading, use of a red pen, etc. Provide explanation where it is necessary.

5. Go over:

- a) **Chapter 4, "Commonly Encountered Grading Problems"** (pages 20-21).
- b) **Mailing Parts 2-5... or Returning Answer Sheets...** (pages 40-41) as the case may demand.

6. Prepare (or demonstrate the preparation of) the following:

- a) Completion of the appropriate portions of the SIF after Grading Part 1.
- b) Placement of the Part 1 Answer Sheet with Parts 2-5 in the mailing envelopes.
- c) Preparation of Parts 2-5 for mailing .

7. **Be sure that no SIF's are removed from the GC.**

Before proceeding, go over **Chapter 7, "Communication with Administration"** (pages 34-35).  
**Be sure to send in any referrals that have come from this first batch of students.**

## STEP 7 - Fourth Grading Center Operations Meeting

The GCS and GC helpers should meet after the first few responses from Parts 2-5 begin to come in.

1. **Photocopy** a sufficient number of the first three or four Parts 2-5 Answer Sheets and Questionnaires returned by students **before they are graded**. Refer to this Start Up sheet, **Step 5, #1**.

2. Photocopy a sufficient number of Parts 2-5 Answer Keys with **Grading Parts 2-5/After Grading Parts 2-5** (on the back of Page E). (If the SSS's are required to take the Bible course themselves, make sure it is completed *before* giving them the answer keys!)

3. Review:

- a) **Grading Parts 2-5/After Grading Parts 2-5**.
- b) Scoring and Grading Scale on the Answer Key (symbols are the same as Part 1 Answer Key).
- c) **Mailing Certificates... and Returning Answer Sheets...** (page 41).

4. Have enough SIF's available to explain the information each SSS must write in the Parts 2-5 section.

5. Plan the time for the next training meeting with your SSS's. **Be sure they bring red pens.**

## STEP 8 - Train SSS's: Grading Parts 2-5; Graduates

Again, it would be ideal to train the SSS's in a meeting with the GCS and GC helpers.

### 1. Distribute the following:

- a) Copied **Parts 2-5 Answer Key with Grading Parts 2-5/After Grading Parts 2-5** on page E.
- b) Copied **practice Parts 2-5 Answer Sheets** and Questionnaires. Wait to do the grading until you go over the procedures. (If you are doing this one on one, the SSS may just follow the SSS Instructions.)

### 2. Be sure each SSS understands the following points:

- a) The abbreviations used on the Answer Key.
  - b) The difference between the Study Guide and Test sections in each of the four parts (2, 3, 4, 5) of the Answer Sheet.
  - c) How to grade questions where more than one answer is required.
  - d) The Grading Scale at the end of the Answer Key.
3. Grade several of the practice Parts 2-5 Answer Sheets, placing the scores in the appropriate boxes at the bottom of each part.
  4. Carefully walk each SSS through the grade calculations - *this is more complicated than the Part 1 grading calculation.*
  5. Hand out an example of the SIF (or the actual files if real grading is being done) to each SSS. Read and follow step by step "**After Grading Parts 2-5**" (*page 43*).
  6. Go over:
    - a. **Chapter 4, "Commonly Encountered Grading Problems"** (*pages 20-21*) if necessary.
    - b. **Mailing Certificates... or Returning Answer Sheets...** (*page 41*) as the case may demand.
  7. Be sure to have all SIF's returned that belong in the master file.
  8. This should be the last training meeting of the SSS's. Both the GCS and the SSS's should be sufficiently familiar with what needs to be done to follow the procedures of graduation certificates. The rest is a matter of continuing to follow the SSS Instructions and knowing when they need to ask questions.

## STEP 9 - Send Reports to Administration

Send the necessary reports to HQ for all graduated (or deleted) students.  
See **Chapter 7, "Communication with Administration"** (*pages 34-35*).

## STEP 10 - Update Active Student Files

Once graduation certificates have been sent to graduates, be sure their SIF's are appropriately marked and removed from the active student file.

At this point, your Grading Center should be functional and your SSS's basically trained. All that remains is fine-tuning each process to meet your particular situation and becoming familiar with abnormal situations that may arise. At this point, it would be good to review the entire Grading Center Operations Manual to learn anything that has not been covered in these 10 steps.

## CONCLUSION

We would appreciate your help in refining and simplifying anything that you have encountered in getting organized that may help others get started more smoothly. Please forward any suggestions to the GNBS Headquarters in Florida.

We look forward to working together with you and your church in reaching the mission fields of the world with the Gospel of God's Sovereign Grace through the Good News Bible Study course.

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