

Student Study Supervisor (SSS) Instructions

The Task

The Kitchen Table Mission Stations program enables you to do foreign mission work right from your kitchen table or any place else you may choose. You are supplied with the names and addresses (on labels) of students who wish to take the GNBS course. This course will introduce them to God, Sin, Jesus Christ, Faith and Repentance, and Obedience and Holiness. The course is free to the student.

This is a ministry of your church overseen by its elders. A Grading Center Supervisor (GCS) will be able to answer any other questions for you.

What you will do:

This Bible course introduces the Gospel to those who complete the course. Your responsibility, if you participate, will be:

- ◆ Mail the Bible courses to the students and grade those that are returned.
- ◆ Follow up and encourage those who are tardy in their responses to complete their studies.
- ◆ Work with the GCS from your church in keeping the proper records.
- ◆ Sign and mail graduation certificates for those who have passed the course.
- ◆ Make known the prayer requests of your students.
- ◆ Make arrangements for pen pals with those students who desire to write.

What does it cost?

Each Grading Center has its own policies in this regard. Consult your GCS.

What supplies are needed?

- Paper stapler or paper clips
- Medium point red ink pens
- Patient, persevering, encouraging attitude

How many students should I take?

We recommend 20 to 30 active students per person (or family). The initial time of sending out these students will probably be about 1 to 2 hours. Thereafter, responses will come in sporadically and not require more than 15 to 30 minutes of your time per response. People who take on fewer students generally state that things go too slowly.

What commitment do I have to make?

You will be responsible to see each student you take on through to completion of the course, or deletion (results from no response or lack of interest). If you do everything we suggest, you should average a 70% to 80% completion rate of the students you request (this will vary with the countries in which the students live, postal problems, etc.)

General Policies for SSS's

- ◆ SSS's in the Bible course program agree to respond to no requests made by the students contrary to those established procedures and policies of this Bible course ministry and their particular Grading Center.
- ◆ Any responses outside the dealings of the Bible course ministry and general personal information must be made with the approval of the GCS.
- ◆ All requests for visa recommendations, letters of referral to embassies, promises of employment, invitation letters to come to North America, or any other matters concerning immigration to the United States must be politely, but clearly declined.
- ◆ All requests for funds or material items from individuals for personal, family, church or other needs must be referred to the GCS who will guide in how best to respond to such requests, or handle these requests directly.
- ◆ All requests for religious materials, such as tracts, booklets, etc. may be responded to with the approval of the church. The church will provide a recommended list of materials for responses to these requests.
- ◆ Students are always to be encouraged in their work. Whenever error is noted in their comments, counsel from the GCS or pastor should be sought in how best to approach them on this matter.
- ◆ All matters of personal counseling of students should be referred to your GCS unless the Grading Center has authorized you to counsel. (Occasionally, requests for counseling will come in.)

MAILING PART 1 TO NEW STUDENTS:

- ◆ You should have received a Student Information Form and one Part 1 of the GNBS course for each student you have taken on.
- ◆ Block print your name on the line above the Grading Center stamp:
 - The Part 1 Answer Sheet is located inside the Part 1 Study Guide between pages 12 and 13.*
 - ◆ Answer Sheet page A at the “TO:”
 - ◆ Answer Sheet page D at the “FROM:”

DO NOT PUT YOUR HOME OR CHURCH ADDRESS ON THE ANSWER SHEET.

- ◆ Look for the Part 1 labels (“Pt. 1” is under the student ID number on the right) that are stapled to the Student Information Form. DO NOT PUT A “Pt. 2-5” LABEL ON A PART 1 COURSE.
- ◆ Peel off the labels:
 - ◆ Place the one with “PLEASE RETURN WITH THIS LABEL ATTACHED” on page D of the Answer Sheet at the “TO:” position (*Remember the Answer Sheet is inside the Part 1 Study Guide.*).
 - ◆ Place the other one on the mailing envelope in the addressee position.
- ◆ Stamp the envelope with a red “AIR MAIL” stamp (or write it in red ink).
- ◆ Place the correct postage (*Printed Matter Air Mail* rate) on the envelope, and mail the course immediately.
- ◆ Take the Student Information Form and fill in:
 - ◆ The date you mailed Part 1 (#3)
 - ◆ The amount of postage for Part 1 in the postage ledger box.

MAILING PARTS 2-5 FOR STUDENTS WHO PASSED PART 1

- ◆ Block print your name on the line above the Grading Center stamp:
 - ◆ Answer Sheet page G at the “TO:”
 - ◆ Answer Sheet page H at the “FROM:”

DO NOT PUT YOUR HOME OR CHURCH ADDRESS ON THE ANSWER SHEET.

- ◆ Be sure the mailing labels have “Pt. 2-5” on them, not “Pt. 1.”
- ◆ Peel off the labels (with any corrections noted on the Parts 2-5 AND the mailing envelope). If necessary, neatly hand-write the address on the Parts 2-5 AND the envelope.
 - ◆ Place the one with “PLEASE RETURN WITH THIS LABEL ATTACHED” on page H of the Answer Sheet at the “TO:” position
 - ◆ Place the other one on the mailing envelope in the addressee position.
- ◆ Staple the Part 1 Answer Sheet (original pages C & D) and anything else going to the student in front of Page A of the Parts 2-5 Answer Sheet.
- ◆ Wrap the Parts 2-5 Answer Sheet around the Study Guide and place both in the envelope.
- ◆ Stamp the envelope with a red “AIR MAIL” stamp (or write it in red ink).
- ◆ Place the correct postage (*Printed Matter Air Mail* rate) on the envelope, and mail the course immediately.
- ◆ Take the Student Information Form and fill in:
 - ◆ The date you mailed Parts 2-5 (#9).
 - ◆ The amount of postage for mailing Parts 2-5 in the postage ledger box.
- ◆ MAKE A NOTE of the date that you send out Parts 2-5 on your personal calendar. After two months if there is no response, it will be a great encouragement to mail them a postcard “cheering them on.”

RETURNING Answer Sheets to students who FAILED or DID NOT COMPLETE them

◆ **INCOMPLETE Answer Sheet:**

- ◆ Return everything to the student in a hand-addressed envelope with a note that they need to complete their Answer Sheet.
- ◆ Record the postage spent in the Postage Ledger on the Student Information Form.

◆ **Students who FAILED:**

- ◆ Send only the Answer Sheet pages (Part 1 - pages C & D; Parts 2-5 - pages A through D) to the student with a note asking them to correct their answers.
- ◆ If their Answer Sheet is too messy, include a photocopy of a blank answer sheet with the F1 section circled and the words “Return with Corrections for Re-grading” written at the top in RED INK.
- ◆ Enclose a Student Response Form (get from your GCS) with the appropriate boxes filled out.
- ◆ Send everything in a business size envelope with another business size reply envelope (stamped with the Grading Center stamp) folded up inside.
- ◆ Fill out on the Student Information Form:
 1. Date the Answer Sheet was returned (#10 for Part 1; #21 for Parts 2-5).
 2. Record the postage amount in the Postage Ledger.

MAILING CERTIFICATES for students who PASSED Part 2-5:

- ◆ Get a Graduation Certificate from your GCS with your student’s name on it and the GCS’s signature.
- ◆ Sign the certificate yourself on the “Student Study Supervisor” line.
- ◆ Put it in a manila envelope with the certificate facing a piece of light card stock (the card stock must be between the metal clasp on the envelope and the certificate).
- ◆ Enclose the following:
 - ◆ Original pages A-D (answer sheet).
 - ◆ A Graduation Certificate Acknowledgment Form (get from your GCS) with a note of encouragement.
 - ◆ A reply envelope with the Grading Center address stamped on it.
- ◆ Seal and mail the package using *FIRST CLASS AIR MAIL* postage.
- ◆ Be sure “AIR MAIL” and “DO NOT BEND” are stamped or written in red ink on the outside of the envelope.
- ◆ Fill out on the Student Information Form:
 - ◆ Date certificate was mailed (#20).
 - ◆ Circle “GRADUATED” (#23).
 - ◆ Record the postage amount in the Postage Ledger next to “Certificate”.

**If you notice any printing errors on the Bible course, answer sheets or answer keys,
please notify your GCS so HQ can be informed and correct them.**

GRADING PART 1

For help, contact your GCS, _____ Phone:

USE RED PENS OR RED PENCILS ONLY!

- ◆ **Grade the Answer Sheet within one week of receiving it using the Answer Key on the reverse.** Be sure that you understand the abbreviations on the Answer Key. If you have any questions, ask your GCS.
 - ◆ Mark **every blank** as wrong (when only one answer required).
When more than one answer is required, the maximum number wrong is the number possible.
 - ◆ Mark each **extra answer** as wrong.
 - ◆ Mark each **wrong answer** (if one question has 3 answers and all 3 answers are wrong, mark off 3).
 - ◆ **Correcting answers:** Normally, correct answers are not provided to the students. If there is any different policy, your GCS will advise you.
- ◆ **Use the Grading Scale at the bottom of the Answer Key to determine the grade of:**
 - ◆ The **study guide** (questions A.1 - P.18 on the Answer Sheet). Put the letter and percentage grade for the study guide on the appropriate lines in the box marked SCORES FOR PART 1.
 - ◆ The **test** (questions 1-23 on the Answer Sheet).
 - ◆ On the Grading Scale, find the grade for the Study Guide (SG) by locating the number wrong on the SG column, and the Test column for the Test.
 - ◆ The **average of the two** – *(study guide grade + test grade) divided by 2*. Put answer as Total Part 1 grade. Assign the letter grade from the Grading Scale percentages.
- ◆ **Also record the percentage and corresponding letter grade on:**
 - ◆ The questionnaire in the top right box labeled “Office Use” (page B).
 - ◆ The Student Information Form #5 in pencil.
- ◆ **Did Your Student Fail** (less than 70% Part 1 grade)? Using red ink, circle the F1 section of the “Office Use” row of abbreviations at the top right of page C on the Answer Sheet.

AFTER GRADING PART 1

- ◆ Be sure the student ID number is written (if it isn't there already) on pages B and C on the “Student ID” line.
- ◆ Fill in the student's name, address and I.D. # on page C if it is blank.
- ◆ Notify your GCS of the following:
 - ◆ If the student had any questions from pages A or D.
 - ◆ If there are referrals that are not marked as having been sent to Admin.
 - ◆ If there are pen pal requests.
 - ◆ Please photocopy any interesting testimonies or comments and pass on to your GCS.
- ◆ Notify the appropriate person if there are any prayer requests on the questionnaire or elsewhere.
- ◆ Check the address on the label and the address on the questionnaire - make any necessary corrections on BOTH the SIF form and the Parts 2-5 labels.
- ◆ If the student did not sign the “YOU MUST READ AND SIGN THIS STATEMENT,” call their attention to it by writing a note in red ink next to it. We do not penalize them for not signing; although it helps many students take cheating seriously.
- ◆ Fill out numbers 3-10 on the Student Information Form (leave blank where appropriate).

GRADING PARTS 2-5

For help, contact your GCS, _____ Phone:

USE RED PENS OR RED PENCILS ONLY!

- ◆ Follow the same instructions for Part 1 in marking errors.
- ◆ Fill in all the scores after you have graded all of Parts 2-5 (please note that Part 5 has three parts: Study Guide, Test, and Final Test).
- ◆ In case you have trouble telling where the various Study Guides and Tests for each part begin, here is a list of the Answer Sheet question numbers for each:

Part 2 Study Guide — questions B1a-F	Part 2 Test — questions 1-24
Part 3 Study Guide — questions A1-H4	Part 3 Test — questions 1-25
Part 4 Study Guide — questions A1-D13	Part 4 Test — questions 1-17
Part 5 Study Guide — questions A1a-E5	Part 5 Test — questions 1-14
- ◆ **Calculate the grade** for each part the same way as you calculated the Part 1 grade. To get the final course grade use the formula *(Part 2 + Part 3 + Part 4 + Part 5 + Final Test) divided by 5*.
- ◆ **Record the percentage and corresponding letter grades:**
 - ◆ Put the **final course grade** on the questionnaire in the top right box labeled “Office Use” (page E).
 - ◆ The grades for Parts 2-4 on the Student Information Form (#12, 14, 16) in pencil.
- ◆ **Did Your Student Fail** (less than 70% final grade)? Using red ink, circle the F2 section of the “Office Use” row of abbreviations at the top right of page A on the Answer Sheet.

AFTER GRADING PARTS 2-5

- ◆ Be sure the student ID number is written (if it isn’t there already) on pages A and E on the “Student ID” line.
- ◆ Fill in the student’s name, address and I.D. # on page E if it is blank.
- ◆ Notify your GCS of the following:
 - ◆ If the student had any questions from pages G or H.
 - ◆ If there are referrals that are not marked as having been sent to Admin.
 - ◆ If there are pen pal requests.
 - ◆ Please photocopy any interesting testimonies or comments and pass on to your GCS.
- ◆ Notify the appropriate person if there are any prayer requests on the questionnaire or elsewhere.
- ◆ Check the address on the label and the address on the questionnaire - make any necessary corrections on the Student Information Form.
- ◆ If the student did not sign the “YOU MUST READ AND SIGN THIS STATEMENT,” call their attention to it by writing a note in red ink next to it. We do not penalize them for not signing; although it helps many students take cheating seriously.
- ◆ Fill out numbers 11-23 on the Student Information Form (leave blank where appropriate).