# Grading Sheet for Hands-on Test: Threading the Sewing Machine

Period: Date: [revised Sept 2016]

| Step: | -1 = 94<br>-2 = 88<br>-3 = 83<br>-4 = 77<br>-5 = 72<br>-6 = 66<br>-7 = 61<br>-8 = 55 | | | | | | | | | | | | | | | | | | | | | | | | |
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| **1** | Spool on pin w. spool pin cap | | | | | | | | | | | | | | | | | | | | | | | | |
| **2** | Thread take-up lever highest position | | | | | | | | | | | | | | | | | | | | | | | | |
| **3** | Thread arm cover thread guide | | | | | | | | | | | | | | | | | | | | | | | | |
| **4** | Thread down into tension plate | | | | | | | | | | | | | | | | | | | | | | | | |
| **5** | Up to the thread take up lever | | | | | | | | | | | | | | | | | | | | | | | | |
| **6** | Thread take-up lever hook from R to L | | | | | | | | | | | | | | | | | | | | | | | | |
| **7** | Gap btween arm cover & face plate | | | | | | | | | | | | | | | | | | | | | | | | |
| **8** | Thread down to the needle thread guide | | | | | | | | | | | | | | | | | | | | | | | | |
| **9** | Thread Needle thread guide | | | | | | | | | | | | | | | | | | | | | | | | |
| **10** | Thread needle front to back | | | | | | | | | | | | | | | | | | | | | | | | |
| **11** | Level about 4-5 inches of thread | | | | | | | | | | | | | | | | | | | | | | | | |
| **12** | Bobbin thread in groove of bobbin case | | | | | | | | | | | | | | | | | | | | | | | | |
| **13** | Bobbin turns counter clock-wise | | | | | | | | | | | | | | | | | | | | | | | | |
| **14** | Hold top thread in left hand | | | | | | | | | | | | | | | | | | | | | | | | |
| **15** | Turn hand wheel towards you | | | | | | | | | | | | | | | | | | | | | | | | |
| **16** | Pull up bobbin thread | | | | | | | | | | | | | | | | | | | | | | | | |
| **17** | Pass top thread thru gap in foot | | | | | | | | | | | | | | | | | | | | | | | | |
| **18** | Both threads back of machine | | | | | | | | | | | | | | | | | | | | | | | | |
| | *Grade:* | | | | | | | | | | | | | | | | | | | | | | | | |