

Cosmetology

Grade Sheet

Louisiana State Board of Cosmetology
 11622 Sunbelt Court, Baton Rouge, LA 70809
 Phone (225) 756-3404***Fax (225) 756-3410
COSMETOLOGY
 (Examination)

Set and Comb-Out Total:

| Guideline | Check Box |
|--|---|
| ___ 5 Set must include rollers and pin curls (pin curls must be clipped) | <input type="checkbox"/> Not back combed/roller marks were very visible |
| ___ 5 Form and balance is present in Comb out | <input type="checkbox"/> Pin Curls were not clipped |
| ___ 5 Back combing/ No roller marks | <input type="checkbox"/> Back combing not smooth |
| ___ 5 Mannequin must be completely dry for proper comb out | <input type="checkbox"/> Comb out had no form or balance |
| | <input type="checkbox"/> Wet mannequin – student unable to comb out |
| | <input type="checkbox"/> Rollers and pin curls removed prior to grading |

Wet Work Total:-----

| Guideline | Check Box |
|---|--|
| ___ 4 Horizontal finger waves (entire Head) | <input type="checkbox"/> Did not complete 3 rows for brush waves |
| ___ 4 Skip Wave – diagonal only (pincurls must be clipped) | <input type="checkbox"/> Did not complete entire head of finger waves |
| ___ 4 Brush Wave (Pincurls must be clipped) Must be 3 rows of alternating pincurls (Must be vertical) | <input type="checkbox"/> Did not use yellow rollers |
| ___ 4 Pin curls – on base, half off base, off base, pincurl in a shaping (all pincurls must be clipped and clearly defined) | <input type="checkbox"/> Dragging hair from one section to another |
| ___ 4 Rollers – on base, half off base, off base, roller in a shaping (Yellow rollers only) | <input type="checkbox"/> Pincurls not clipped/ bases not clearly defined |
| | <input type="checkbox"/> Pincurls not in one base line |
| | <input type="checkbox"/> Rollers not defined as on base, half off base, off base and roller in a shaping |
| | <input type="checkbox"/> Sub sections for rollers not diameter size of rollers |
| | <input type="checkbox"/> Skip wave not properly executed/not diagonal |
| | <input type="checkbox"/> Not horizontal finger waves |

Permanent Wave Total:

| Guideline | Check Box |
|--|--|
| ___ 5 Wrapping Procedure/ Rubber Bands | <input type="checkbox"/> Did not use white rods |
| ___ 5 Use of end papers in relation to strand of hair, Preferred method double (end papers) flat wrap | <input type="checkbox"/> Fish Hook were present |
| ___ 5 Position of rod on scalp in relation to size of strand and size of rod. First 3 rods may be rolled forward, or backward, the remaining rods are to be rolled backward and all rods are half off base | <input type="checkbox"/> Incorrect sub sectioning |
| ___ 5 Sectioning/neatness and size according to rods used | <input type="checkbox"/> No tension |
| | <input type="checkbox"/> Rods not Half Off base |
| | <input type="checkbox"/> Rubber bands placed incorrectly |
| | <input type="checkbox"/> Section was not completed |
| | <input type="checkbox"/> Used Picks |

Foil Hi-Lite Total:

| Guideline | Check Box |
|--|--|
| ___ 5 Placement of foil/Close to scalp | <input type="checkbox"/> Placement of foil was incorrect |
| ___ 5 Strands must be weaved/Complete product saturation | <input type="checkbox"/> Product applied to far from the scalp |
| ___ 10 Section must be completed | <input type="checkbox"/> Product not applied to strand of hair within the foil |
| | <input type="checkbox"/> Section was not completed |
| | <input type="checkbox"/> Strands were not weaved |

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Virgin Bleach Total:

| Guideline | Check Box |
|--|---|
| ___ 5 Application of product – 1/2 inch from scalp to porous ends | <input type="checkbox"/> Process not as stated in guidelines notation |
| ___ 5 Sub-Sections are 1/8 inch wide | <input type="checkbox"/> Product applied to close to scalp |
| ___ 10 Section must be completed NOTE: If hair is 4 inches or shorter – product must be applied on the entire strand. If hair is longer than 4 inches – product must be applied Down the strand to the porous ends (approx 1 inch) | <input type="checkbox"/> Product applied to far from the scalp <input type="checkbox"/> Product not applied down to porous ends <input type="checkbox"/> Section was not completed <input type="checkbox"/> Short hair/product not applied to the ends <input type="checkbox"/> Long Hair/product applied to porous ends <input type="checkbox"/> Sub-Section too wide |

Hair Color Retouch Total:

| Guideline | Check Box |
|---|---|
| ___ 5 Application of product to re-growth only (1/2 inch of mock re-growth) | <input type="checkbox"/> Hair strand not evenly saturated with product <input type="checkbox"/> Product applied past 1/2 inch of mock re-growth |
| ___ 5 Sub-Sections no wider than 1/4 inch wide/even saturation required | <input type="checkbox"/> Section was not completed <input type="checkbox"/> Sub-Sections too wide |
| ___ 10 Section must be completed | <input type="checkbox"/> Not enough product applied for a 1/2 inch re-growth <input type="checkbox"/> Product not applied to the scalp of re-growth area |

Relaxer Retouch Total:

| Guideline | Check Box |
|---|---|
| ___ 5 Application of product to re-growth only (1/8 from scalp and on more than the 1/2 inch re-growth) | <input type="checkbox"/> Product applied too far down the strand <input type="checkbox"/> Product applied too far from the scalp |
| ___ 5 Sub-Section are no wider than 1/4 inch wide | <input type="checkbox"/> Product not visible on both sides of hair strand <input type="checkbox"/> Section was not completed |
| ___ 10 Section must be completed | <input type="checkbox"/> Sub-Sections too wide <input type="checkbox"/> Not enough product applied for a 1/2 inch re-growth |

Haircut Total:

| Guideline | Check Box |
|--|--|
| ___ 10 A completed 90 degree uniformed layered haircut | <input type="checkbox"/> Did not cut 1 inch of hair |
| ___ 5 Student must leave 3 inches or more of hair to be graded | <input type="checkbox"/> Did not cut a 90 degree uniformed layered haircut |
| ___ 5 Student must cut no less than 1 inch of hair | <input type="checkbox"/> Did not leave 3 inches or more to be graded <input type="checkbox"/> Guide line was lost |

Examiner Name: _____
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Manicurist

Grade Sheet

Louisiana State Board of Cosmetology
 11622 Sunbelt Court, Baton Rouge, La 70829
 Phone 225-756-3054****Fax 225-756-3410

MANICURIST EXAMINATION

NAIL REPAIR TOTAL

| GUIDELINE | CHECK BOX |
|---|---|
| _____ 5 Student set up work area correctly and performed proper infection control/sanitation techniques | <input type="checkbox"/> Proper infection control/sanitation techniques were not performed |
| _____ 10 Student performed proper procedure for nail repair and general execution of the nail repair | <input type="checkbox"/> Proper procedure for nail repair was not performed <input type="checkbox"/> The nail was not buffed and the nail was incomplete |
| _____ 5 Artificial nail applied to artificial hand or finger prior to appearing for testing | <input type="checkbox"/> Unable to determine that a nail repair was actually accomplished <input type="checkbox"/> Artificial nail was not applied to hand or fingers prior to testing |

NAIL TIP TOTAL

| GUIDELINE | CHECK BOX |
|--|---|
| _____ 10 Student performed proper procedure for nail tip and general execution of the nail tip | <input type="checkbox"/> Proper procedure for nail tip was not performed and nail tip was not completed and general execution of the nail tip |
| _____ 5 Artificial nail applied to artificial hand or finger prior to appearing for testing | <input type="checkbox"/> Unable to determine that a nail tip was applied |
| _____ 5 Student must apply a nail tip | <input type="checkbox"/> Artificial nail was not applied to hand or fingers prior to testing |

ACRYLIC NAIL TOTAL

| GUIDELINE | CHECK BOX |
|--|--|
| _____ 10 Student performed proper procedure for acrylic nail and the general execution of the acrylic nail | <input type="checkbox"/> Proper procedure & executive for an acrylic nail was not performed |
| _____ 5 Artificial nail applied to artificial hand or finger prior to appearing for testing | <input type="checkbox"/> Artificial nail was not applied to hand or fingers prior To testing |
| _____ 5 Acrylic nail was buffed smooth and filed | <input type="checkbox"/> Nail was not buffed smooth and filed |

SUPPLIES AND TABLE TOTAL

| GUIDELINE | CHECK BOX |
|---|---|
| _____ 10 Student set up work area with proper supplies Supplies must be labeled in English | _____ Proper infection control/sanitation techniques were not performed |
| _____ 10 Table set up was proper for new clients | _____ The set up of supplies was not sufficient _____ The supplies were not labeled in English _____ The work area was not set up correctly |

MANICURE TOTAL

| GUIDELINE | CHECK BOX |
|--|--|
| _____ 4 Student must begin procedure with the little finger of the hand | _____ Did not begin procedure with the little finger |
| _____ 4 Student must shape nail from corner to center | _____ Nail polish was not applied properly |
| _____ 4 All nails must have a uniform shape | _____ Did not shape the nails from corner to corner |
| _____ 4 Student applied a base coat, red nail polish and a top coat to the finished nail | _____ Manicure was incomplete _____ Nails did not have a uniform shape _____ Did not apply base coat, red nail polish or topcoat |

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Esthetics

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ESTHETICIAN
 (Examination)

Prep for Facial Total _____

Guidelines

Check Box

- _____ 5 Student had adequate amount of supplies
- _____ 10 Student demonstrated proper safety & sanitation techniques
- _____ 5 Student had a properly completed record card

- _____ Student did not have adequate amount of supplies
- _____ Did not demonstrate proper safety & sanitation techniques
- _____ Did not have a properly completed record card

Facial Procedures Total _____

Guidelines

Check Box

- _____ 5 Student used proper techniques to prepare model for services
- _____ 5 Student properly explained the cleaning technique & massage manipulations used
- _____ 5 Must complete facial procedures in 20 minutes
- _____ 5 Student must explain type of mask used and why

- _____ Did not use proper technique to prepare the model
- _____ Did not properly explained the cleaning technique & massage manipulations used and why it was used
- _____ Did not complete facial procedures in 20 minutes
- _____ Did not explain type of mask used and why

Skin and Treatments Total _____

Guidelines

Check Box

- _____ 5 Properly analyzed model's skin type
- _____ 5 Provide different skin types and the treatments for each
- _____ 5 Name 4 enemies of the skin
- _____ 5 Name 3 special conditions of the skin

- _____ Did not properly analyzed model's skin type
- _____ Did not provide different skin types and the treatments for each
- _____ Unable to name 4 enemies of the skin
- _____ Unable to name 3 special conditions of the skin

Make Up Application Total _____

Guidelines

Check Box

- _____ 5 Student must properly analyze the model's face shape & features
- _____ 10 Student must apply makeup assigned
- _____ 5 Proper explanation & application of shading, contouring & highlighting & the proper use of each for makeup assigned

- _____ Did not correctly analyze the face shape & features of the model
- _____ Did not apply makeup assigned
- _____ Did not explain the proper shading, contouring & highlighting & the proper use of each for makeup assigned

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