**Phase 3 – After the Presentation**

**Assessment, Reporting and Feedback**

**Skill 11: Administer oral, written, and performance tests -** **NFPA 1041, 4.5.2 and 4.5.3**

**Skill 12: Report test results -** **NFPA 1041, 4.5.4 and 4.5.5**

Conditions: given a prepared lesson plan and task to teach a class. At the completion of the class you will assess the student’s knowledge of the subject and report the test results. I would like you to develop a short-written quiz that you will give your students at the end of the class. Please follow the steps below for properly administering quiz and reporting the results.

***\*\* You will submit a copy of the written exam and an answer key as part of your evaluation. \*\****

**Please submit a document that addresses each of the following steps below. (This can be a brief outline)**

1. Students understand the type of test to be administered.
2. Instructions are given in a clear and consistent manner.
3. Questions from the student about the test are answered before testing occurs.
4. Classroom environment is arranged for testing.
5. Test is administered in accordance to testing policies.
6. Testing material is maintained and secured during use.
7. Tests are evaluated based on a skills checklist or answer key.
8. Report any unusual circumstances and document them based on policy.
9. Feedback to students is timely and specific.
10. Tests are evaluated based on a skills checklist or answer key.
11. Results and feedback are given to each student following policies on releasing test results.
12. Assist student in correcting performance behavior based on test results.
13. Maintain test results in secure manner.
14. Accurately record results.

**Skill 3: Complete training records and report forms - NFPA 1041, 4.2.5**

Please develop a brief training record according to your departments protocol. The minimum elements that should be included are listed below.

* Date of training recorded.
* Name(s) of instructors for training session.
* Participant(s) attending instruction.
* Topic taught during training session.
* Hours of instruction.

***\*\* You will submit a copy of this training record as part of your evaluation. \*\****