Module 5. Managing the Written Examination:

Purpose: To provide an overview of the different written examination tools and their purpose.

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| Pre-requisite  Modules | Modules 1 to 4 |
| Module Time | 45 minutes |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Describe the different written examination tools * Understand the purpose of the written examination tools * Understand how to grade the written examination |
| Resources | PowerPoint slides, pointer, prepared flipchart, and markers. |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Managing the Written Examination Tools | DISPLAY this slide before you begin any activities for this module. Make sure participants are aware of the transition into a new module. |
| 2 | Learning Objectives | STATE the objectives to the participants on the slide. |
| 3 | Module Content | REVIEW the content overview one by one as shown on the slide. |
| 4 | Certification Requirements | EXPLAIN to participants the certification requirements for the written and practical exam. |
| 5 | Registration Sheet (1) | EXPLAIN HIV Tester registration sheet.  REVIEW all fields and EXPLAIN how they should be completed. |
| 6 | Registration Sheet (2) | EXPLAIN HIV Tester registration sheet.  REVIEW all fields and EXPLAIN how they should be completed. |
| 7 | Written Examination Questions Version | EXPALIN that the written exam can be administered online by computer or tablet and paper-based. Approximately 20-30 questions are randomly generated for the written examination.  REVIEW the question generator tools.  DEMONSTRATE the Siemens PEP Connect tool. |
| **8** | Written Examination Questions with Answer Key for Evaluator | EXPLAIN that each written examination will have an answer key for the evaluator to use to grade the exam. |
| **9** | Completing the Written Examination Sheet (1) | EXPLAIN the written examination sheet.  REVIEW all fields and EXPLAIN how they should be completed by the examinee. |
| 10 | Completing the Written Examination Sheet (2) | EXPLAIN the written examination sheet.  REVIEW all fields and EXPLAIN how they should be completed by the examinee. |
| 11 | Completing the Written Examination Sheet | EXPLAIN what field the proctor or evaluator need to complete on the written examination sheet.  EXPALIN that the scores for each section have to be tabulated and the evaluator must recommend whether the performance is satisfactory or unsatisfactory based on the written exam criteria. |
| 12 | Roles and Responsibility | EXPALIN the roles and responsibilities as the tester, proctor and/or evaluator.  GO through the bullet points one by one. |
| 13 | Review | DISCUSS each bullet points. |