Module 7. Generating Written Examination:

Purpose: To provide an overview of the excel Random Question Generator, Question Code Tracker and Siemens PEP Connect tool.

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| Pre-requisite  Modules | Modules 1 to 6 |
| Module Time | 45 minutes |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Understand the purpose of the competency assessment tools * Describe the steps for generating the written exam questions * Create a written examination packet |
| Resources | PowerPoint slides, pointer, prepared flipchart, and markers. |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Generating the Written Examination Question | 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 | Steps for Generating Written Exam Questions | STATE points on slide. |
| 4 | Step 1. Create 25 question codes using the Random Question Generator | EXPLAIN how to use the Random Question Generator by clicking the blue button in the excel worksheet to select questions for the written exam.  DEMONSTRATE the Random Question Generator. |
| 5 | Step 2. Transfer the question codes to the Question Tracker Sheet | EXPLAIN how to transfer the question codes to the Question Code Tracker for each written exam generated.  DEMONSTRATE the Question Code Tracker. |
| 6 | Step 3. Select the matching questions from the Question Bank | EXPLAIN how to select the matching questions from the Question Bank excel spreadsheet.  DEMONSTRATE selecting questions from the Question Bank spreadsheet. |
| 7 | Step 4. Transfer Matching Questions to the Written Examination Question Template | EXPLAIN how to select the matching questions from the Question Bank excel spreadsheet and transferred to the Written Examination Template  DEMONSTRATE transferring the questions from the Question Bank to the Written Examination Template. |
| **8** | Step 5. Creating Written Examination Packet for Evaluator | STATE bullet points on slide. |
| **9** | Registration Sheet (1) | EXPLAIN HIV Tester registration sheet.  REVIEW all fields and EXPLAIN how they should be completed. |
| 10 | Registration Sheet (2) | EXPLAIN HIV Tester registration sheet.  REVIEW all fields and EXPLAIN how they should be completed. |
| 11 | 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. |
| 12 | 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. |
| 13 | Written Examination Sheet (1) | EXPLAIN the written examination sheet.  REVIEW all fields and EXPLAIN how they should be completed by the examinee. |
| 14 | Tester Completing the Written Examination Sheet (2) | EXPLAIN the written examination sheet.  REVIEW all fields and EXPLAIN how they should be completed by the examinee. |
| 15 | Evaluator Completing the Written Examination Sheet (3) | 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. |
| 16 | Review | DISCUSS each bullet points. |