**Level One Teacher Training Interactive Exam Facilitation Instructions and Guidelines**

There will be a mixture of questions types so students do not get bored.

Example: 2 sets of discussion questions followed by a multiple choice set.

The administrator for the exam will prepare the ‘question schedule’. For easy reference, she/he will number the pages of the exam.

The students have about 7 minutes to look at the questions on the specific set and write their answers to each question on an A4 piece of paper.

When they all have finished writing the facilitator will read out the questions starting with question 1, and will call on each student one by one to read the answer they wrote for question 1. The facilitator will then open a **short discussion** about which answers are complete and which may be lacking a complete answer and add anything that needs to complete it. The student then grades themselves on their knowledge of each question – how well they could answer it and is it a complete answer. They will enter their scores on the scoring sheet, which will be sent them

to have handy for the exam.

Grading example: for each question in the set of 10 questions the student scores

each question from 0% - 100% on how well they could answer that question.

They add up the scores for each question sheet and divide by the number of questions on that sheet. The facilitator reminds the students to mark their scores

on a separate piece of paper. Also, remind the student to write their names at the

top of their answer sheet before handing it in or mailing it in.

When the exam is done for the day the student sends in both their answer sheets and their score sheet to the facilitators. The Administrator will keep a record of these sheets.

The facilitators read the questions slowly and repeat it twice to make sure the students understand. Students will be asked to raise their hands after one student finishes speaking as not to interrupt the one who is speaking.

**The question sheets have been mixed with longer answer sheets and short answer sheets.**

At the last session before the exam the students will be advised to have at hand sheets of paper to record their answers to the questions sheets. They will be reminded to write their name at the top of each of their answer sheets with the page number that the facilitator will give them at the start of each question sheet. Ex. **Name of Student** page #

They will be sent a scoring sheet for Day 1 and Day 2.

On Day 1 they will be reminded about name at the top of the paper, page number, and to score themselves on each question from 0-100% for each question on each sheet. They will also be reminded to take a photo of their answers sheets at the end of Day 1 & Day 2 and send to the trainers for review record keeping. They will receive a scoring sheet for Day 1 & Day 2 to enter their scores for each question (easy for scoring) and photo it and send along with long answer questions.

The facilitator will let the students know approximately how much time they have to write their answers, which is at the top of each question sheet. After all the students have completed their answers then the facilitator reads off the first question and asks each student in turn to read aloud what they have written on their answer paper. Student by student.

A brief discussion takes place on each of the correct answers to the questions.

Then the students will grade themselves on what they have written, compared to the complete and correct answers in the discussion. Therefore, they grade themselves **only** on what they have written on their paper. The students can take notes on what they didn’t know or was missing in their answers to ‘fill in the gaps’ to be discussed later.

**Scoring:**

The scoring for each question 0-100% graded from 0-100%. Then all the percentages are added up and divided by the number of questions.

The facilitator reminds the student at that point to RECORD THEIR PERCENTAGE FOR DAY 1 AND DAY 2 ON THE SCORING SHEET PROVIDED. Each facilitator will instruct the students how to score their specific question sheet.

At the end of the first day the students will photo their answer sheet(s) for Day 1 and send it to the facilitators for record keeping the same for Day 2 along with their scoring sheet.

- facilitators are the resource person(s) – there is 1 main facilitator for each set of questions, the others can fill in if need be or add on in the discussion, but keep it moving.

There are approximate times listed for each set of questions, which is noted in the facilitator’s exam schedule, you may finish in less time but try not to go over time unless essential.

FACILITATORS READ EACH OF THE QUESTIONS SLOWLY AND REPEAT IT TWICE TO MAKE SURE THE STUDENTS UNDERSTAND.

**Note:** this can also be done online – if done in person in class the students can sit in a circle for the discussions.