

4.3 Final Self-Test

Trainer's Note

Session at a Glance:

Content	Activity	Time
1 Introduction	Brief Oral Presentation	5 minutes
2 Self -Test	Individual participant exercise	30 minutes
3 Test Review	Plenary discussion of test questions and answers	50 minutes
4 Conclusions	Brief Oral Summary	5 minutes
Total Session Time: 90 minutes		

Required Materials: Blank test answer forms revised and printed the night before, possibly (but not required) make prepared answer sheets to be printed the night before, 5.1 PPT set, flipcharts, several pocket calculators

Trainer's Notes:

Note that this test has been prepared to match the content of the 2011 Sphere edition. You are welcome (and encouraged) to change any of the questions to better match key themes of relevance to your specific participants, or insert questions highlighting key points that have occurred over the last 4 days, but which have not been planned for in the prepared test questions. You will need to revise or add in these new questions the night before the test, and print the test papers for each participant. You may also opt to print prepared answer sheets for each question for distribution at the end of the session, or simply ask participants to note the correct answers from the PPT set as you work your way through the answers.

1. Introduction

Distribute blank test answer forms at the beginning of the session. Remind the group that the purpose of this test is to measure what they have learned over the past 4 days. Begin the test after everyone has his or her forms and pencil or pen ready.

2. Self - Test

Remind everyone that this test is to be done individually. Allow a short period for participants to read the questions and record their answers on the test form provided. This is not a discussion session and some misunderstanding and ambiguity is the norm for this part of the session. Do not provide lengthy explanations nor open the floor to discussion on the nature of these questions. Keep the pace as brisk as possible, but do allow enough time for everyone to read and answer each question.

3. Test Review

Review the test in plenary. Using the PPT slides prepared for this session, present each question and read out the question as well as the possible answers. Call for the correct answer, and then call for a show of hands to see how many people agree. Use the animation feature of the

presentation to reveal the correct answer in each case before going on to the next question. Ask participants to score their own test as the review proceeds.

4. Conclusions

The conclusions for this session are threefold:

1. Participants have learned a lot about Sphere in four days.
2. Any gaps can quickly be filled by further reading - at least now everyone knows where to find the information in their well-marked, tabbed, and personally annotated 2011 Sphere books!
3. Even if they don't know everything they really should, they will definitely "look like they know" when their colleagues see their well-worn books.