

CTC: Mod 9 Pre-test Instructions

To be included at the conclusion of CTC Mod 8
Allow approximately 45 minutes for this activity.

DO:

- Distribute copies of CTC Mod 9 pretest to participants. Copies will be in the trainer box.

SAY:

- The Child Welfare Resource Center is committed to delivering the highest quality training possible and is engaging in efforts to assess how well the training is able to improve participants' knowledge. To do this, the Resource Center is engaging in a number of Continuous Quality Improvement efforts, including adding different types of assessments to trainings.
- The Resource Center has created a knowledge test for Mod 9. All CTC participants complete the pretest at the end of Mod 8 and will complete the posttest at the end of Mod 9.
- Remember that the purpose of the test is to evaluate the training, NOT the individuals participating in the training. Your individual scores will not be shared with you or your agency; they will only be used by the Resource Center to make improvements to future versions of the course material.
- Explain to the trainees that their results will not be tied to them personally; instead, code numbers are used to link the pretests and posttests. Only aggregate results will be reported and only the participants themselves will know their participant ID.
- Explain how to generate the participant ID:
 - What are the first three letters of your mother's maiden name? (Example: If your mother's maiden name was Alice Smith, the first three letters of her maiden name would be S M I. If the name has less than three letters, fill in the letters from the left and add an "X" in the remaining space(s) on the right.) __ __ __ (capture three letters)
 - What are the first three letters of your mother's first name? (Example: If your mother's maiden name was Alice Smith, the first three letters of her first name would be A L I. If the name has less than three letters, fill in the letters from the left and add an "X" in the remaining space(s) on the right.) __ __ __ (capture three letters)
 - What are the numerals for the DAY you were born? (Example: If you were born on November 29, 1970, the numerals would be 29.) If your birth date is the 1st through the 9th, please put 0 (zero) in front of the numeral (Example: 09). __ __ (capture two numbers)

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- Participants will have approximately 45 minutes to complete the Mod 9 pretest.

DO:

- Collect ALL test materials before participants leave the classroom. If the items leave the classroom and circulate, the validity of the tests will be compromised.
- Refrain from reviewing any of the test questions or answers in the classroom.
- All copies of the completed and uncompleted CTC Mod 9 pretests should be returned to the CWRC in the envelope provided.