

## Testing or Assessment Considerations

*This Coaching Tip Sheet provides strategies for test question development and implementation and how to reduce students' test anxiety.*

Most adults have not had to take a test – written or otherwise – in some time. For some, the mere mention of the word “test” is enough to send them into a panic! Although OSHA Outreach Training does not require a “test” or “assessment” as part of the course curriculum, it is recommended that you administer some sort of knowledge check for a 30-hour class. Additionally, some companies may make it a policy or requirement. If you will be administering a test, tell your student participants at the OUTSET of the class. Setting the expectation there will be a test at the end of the course can heighten student participation and focus. A knowledge check or test can allow both the trainer and the student to feel more confident in their understanding of the material.

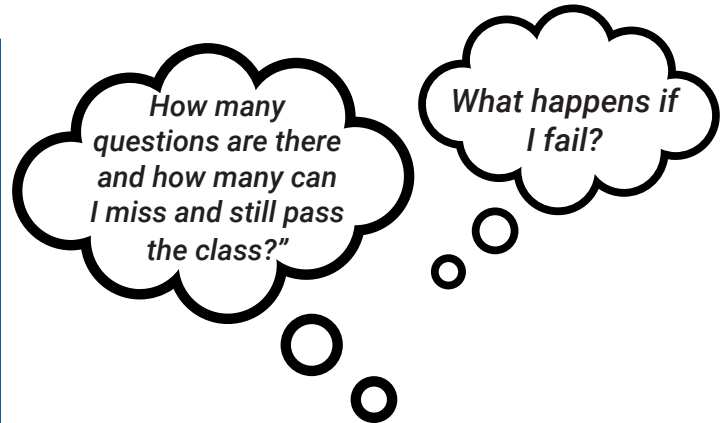
**Structure your test and “passing grade” so that it reinforces your content and doesn’t require you to “teach to the test.”**

### How to Reduce the Stress of a Test

The following are some tips for the participant and you to reduce the stress of “the Dreaded Test.”

*What do I have to do to pass this class?*

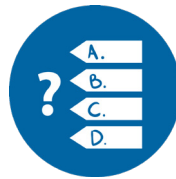
Prior to starting with the course content, review the performance requirements for the class. What are the expectations for them and you? Think of the questions they may be asking themselves and provide those answers.



1. Write your test questions as you prepare each topic. It is much easier to validate the answers at that time.
2. If possible, have another Instructor take your test! It will help you determine if you have adequately covered the goals and objectives for the class. It will also assist you in verifying that you state your questions (and answer options) clearly.
3. Explain the materials being used in class and how to use them to study, how to review their participation in class activities, and any other guidance they might use during the test.
4. At the end of each topic do a Knowledge Check and review anything YOU know may be on the test. Think about doing a review the day before the test.

5. Explain the test format:

- o Is it multiple choice and one right answer?
- o Or is there more than one correct answer?
- o Is it fill-in-the-blank?
- o Is it true or false?



*Tests, answer sheets, and results should be considered proprietary. If a student's performance, activity participation, or tests are shared with a supervisor or other personnel for promotion purposes, participants must be informed. There are numerous legal cases over the release of training information. Trainers (both internal for the company OR consultants) should potentially seek the advise of legal counsel if test scores are being released to anyone other than the Outreach Trainer and student.*

6. To determine the amount of time needed to successfully complete the test, you can multiply the number of test questions by 1.5 minutes.

- o For example, if you have 30 questions, you could assume an average of 45 minutes to complete the test (i.e.,  $30 \times 1.5 = 45$ ).

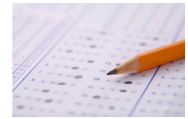
*Plan your test timing accordingly for your audience depending on literacy and language levels.*

7. Once everyone is finished, review any questions that the group missed, to ensure they leave with the accurate information.

Remember, it may be up to 90 days until the students receive their OSHA cards, so consider giving them a certificate of completion for the course. If you do, refer back to the [OSHA Outreach Training Program Requirements](#) (2019) for certificates found on page 28, section E. **Class Certificates** (item #2).

## Sample Test Questions

The generic questions below may be used in General Industry or Construction. You must also include questions specific to General Industry or Construction standards for each type of class. You can create industry-specific questions from your slide decks (i.e., PowerPoints), reference material, and handouts. Be sure to validate your answers.



1. The creation of the OSH Act of 1970 is to provide employees information about:
  - a. Give equal employment opportunities
  - b. Their pension benefits
  - c. Their right to privacy
  - d. **Their right to a safe and healthy work place** (correct answer) **Source:** 29 CFR 1910/1926 Addendum
2. When there is no specific OSHA standard, employers must comply with the OSH Act's:
  - a. Catch All Standard
  - b. Final Notice
  - c. **General Duty Clause** (correct answer) **Source:** 29 CFR 1910/1926 Addendum
  - d. General industry or Construcon Standard
3. What type of OSHA Inspection is conducted when immediate death or serious harm is likely?
  - a. Complaint
  - b. **Imminent danger** (correct answer) **Source:** 29 CFR 1910/1926 – 1903.13 – Imminent Danger
  - c. Programmed
  - d. Referral
4. Which of the following is a type of OSHA violation?
  - a. Serious
  - b. Willful
  - c. Repeat
  - d. **All of the above.** (Correct answer) **Source:** 29CFR 1910/1926)
5. Which of the following is a way that an employee can contact OSHA?
  - a. Email
  - b. In person at the local office
  - c. Phone
  - d. **All of the above** (correct answer) **Source:** OSHA Poster