

Teaching and Learning  
Move On with your learners – numeracy

## Module 10

Test preparation, entry, and  
programme evaluation



# Session plan

## Module 10: Test preparation, entry, and programme evaluation

Group: \_\_\_\_\_

Teacher: \_\_\_\_\_

Location: \_\_\_\_\_

### Aim

- To prepare for test entry and evaluate training programme.

### Outcomes

Participants will have:

- gained experience in the awarding body's test format
- reflected on own learning and evaluated the learning experience
- identified progression opportunities
- taken the National Test at Level 1 or 2.

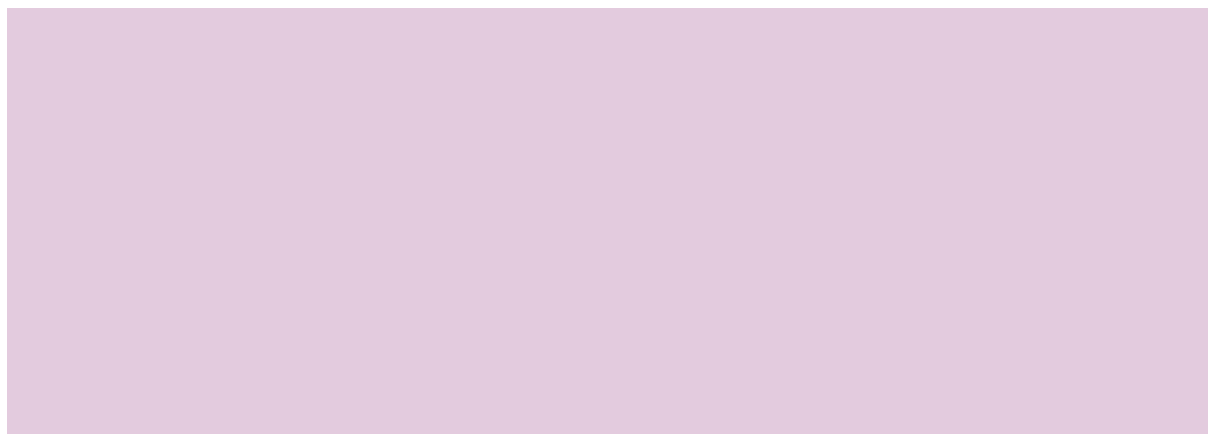
Activity and time	Teacher activity	Learner activity
<b>Introduction</b> 5 mins	<ul style="list-style-type: none"> <li>● Introduce aim and objectives of session.</li> <li>● Show <b>module 10 presentation slides 1–3</b>.</li> </ul>	<ul style="list-style-type: none"> <li>● Listen and respond.</li> </ul>
<b>Awarding body format navigation</b> 15 mins	<ul style="list-style-type: none"> <li>● Support individual practice at navigating the awarding body's version of the numeracy test.</li> </ul>	<ul style="list-style-type: none"> <li>● On-screen navigation practice.</li> </ul>
<b>Questions</b> 10 mins	<ul style="list-style-type: none"> <li>● Invite questions and clarification of outstanding points etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Ask questions.</li> </ul>
<b>Break</b> 15 mins		
<b>Test</b> 1 hour 15 mins	<ul style="list-style-type: none"> <li>● Formal test entry.</li> <li>● Invigilation.</li> </ul>	<ul style="list-style-type: none"> <li>● Summative assessment.</li> <li>● National Certificate in Adult Numeracy Level 1 or 2.</li> </ul>
<b>Individual tutorials and IAG</b> 60 mins	<ul style="list-style-type: none"> <li>● One-to-one feedback of results and IAG on progression opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● Gain results and consider next steps.</li> </ul>

Activity and time	Teacher activity	Learner activity
<p><b>Evaluation and close</b> 15 mins</p>	<ul style="list-style-type: none"> <li>● Discuss the training programme and invite evaluation.</li> <li>● Distribute <b>Evaluation</b> handout. Ask participants to complete written evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>● Engage in discussion.</li> <li>● Complete evaluation.</li> </ul>

**Resources/aids**

- Module 10 PowerPoint presentation/OHP slides
- Handouts: Evaluation
- Supplementary material: IAG and invigilation staff, awarding body navigation material
- Laptop and projector.

**Assessment evaluation**



**Individual learning planning**

Learner	Skills	Activity/ Resources	Evaluation (where next?)

# Teacher's notes

## Module 10: Test preparation, entry, and programme evaluation

### Introduction

Use **slides 2 and 3** to outline the aim and outcomes of the session, and explain at what point in the session participants will be sitting the test. Reassure the participants that if they do not pass today they can resit, and explain the procedures for doing so.

### Awarding body format navigation

You will need to have made arrangements to enable participants to experience the on-screen (or paper-based) version of the particular awarding body's test format (and provide appropriate mark sheet if paper-based). Advise participants to use the opportunity to familiarise themselves with the way they navigate their way through the test questions, review answers, scroll through the menu etc., but suggest that they avoid trying to answer the questions at this stage. To avoid pre-test panic, you may choose to conduct this session as a group activity, with the practice material projected on a screen to encourage participants to focus on the navigational aspects of the test format rather than the questions.

### Questions

Use this opportunity to answer any questions about the test experience and to build confidence. Remind participants of how much time they have per question and that they should take note of any answers they are unsure of so that they can return to them if time permits. Also refer back to 'pointers to test success', and strategies discussed, such as taking a few minutes once in the exam room to sketch out a multiplication square or draw a thermometer as a visual aid for dealing with directed numbers if they feel this will aid confidence.

### Individual tutorials and IAG

This session requires double staffing, with the course teacher/trainer giving one-to-one feedback on test results and progress since initial assessment, and an IAG worker present to advise on progression opportunities.

## Evaluation and close

Discuss the training programme with the participants and invite their formal evaluation. Demonstrate that you value their feedback by allowing sufficient time. Discuss how the group would like to recognise and celebrate their achievement. Thank them for their participation.

# Module 10 PowerPoint presentation

➔

**The National Certificate in Adult Numeracy**

Level 2 Skills for Life Support Strategies

**Module 10: Test preparation, entry and programme evaluation**




department for  
**education and skills**  
creating opportunity, releasing potential, achieving excellence

### Aim

➔ To prepare for test entry and evaluate training programme.

2




### Outcomes

Participants will have:


- ➔ gained experience in the awarding body's test format
- ➔ reflected on their own learning and evaluated the learning experience
- ➔ identified progression opportunities
- ➔ taken the National Test at Level 1 or 2.

3



### Thank you!

. . . and good luck!



### Move On contacts



**Move On** web site  
[www.move-on.org.uk](http://www.move-on.org.uk)

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# Handout: Evaluation

## How well has the training programme met the original aims and objectives?

Scale your responses from 1 to 5, where 1 = very poor and 5 = excellent.

### Aim

- To enable participants to brush up and consolidate personal numeracy skills at Level 2, explore basic skills support strategies and gain the National Certificate in Adult Numeracy.

1     2     3     4     5

### Objectives

- To provide participants with an enjoyable experience of learning that meets their personal goals and interests.

1     2     3     4     5

- To cover all numeracy concepts included in Level 2 tests.

1     2     3     4     5

- To build participants' confidence, particularly in responding to the basic skills support needs of learners within their organisations.

1     2     3     4     5

- To enable participants to experience the benefits of group teaching and learning and peer support.

1     2     3     4     5

- To enable learners to achieve the national qualification in numeracy at Level 2.

1     2     3     4     5

## How satisfied were you with . . .

Scale your responses from 1 to 5, where 1 = very dissatisfied and 5 = very satisfied.

- the organisation of the event?

1     2     3     4     5

- the venue and facilities?

1     2     3     4     5

- the materials/resources?

1     2     3     4     5

- the pace and interest-level of the training?

1     2     3     4     5

Please tell us what you thought about different aspects of your training.

What are the most important things you have learnt from the course?

What were the most useful activities?

What were the least useful activities?

How and when would you apply what you have learnt in your organisation?

What changes would you make to the course to improve it?

Would you recommend the training to colleagues?

What further training/support do you think you now need in relation to *Skills for Life* professional development?

Any other comments.

**Thank you for taking part in the training and completing the questionnaire. Your feedback and views are very important and will help to inform future training events.**