

# Pro Board Assessment Methodology Matrices for NFPA 1041

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## NFPA 1041 - Fire Service Instructor I - 2012 Edition

INSTRUCTIONS: In the column titled 'Cognitive/Written Test' place the number of questions from the Test Bank that are used to evaluate the applicable JPR, RK, RS, or objective. In the column titled 'Manipulative/Skill Station' identify the skill sheets that are used to evaluate the applicable JPR, RS, or objective. When the Portfolio or Project method is used to evaluate a particular JPR, RK, RS, or objective, identify the applicable section in the appropriate column and provide the procedures to be used as outlined in the NBFSPQ Operational Procedures, COA-5. Evaluation methods that are not cognitive, manipulative, portfolio, or project based should be identified in the 'Other' column.

| Objective / JPR, RK, RS |   | Cognitive    | Manipulative   |           |          |  |
|-------------------------|---|--------------|----------------|-----------|----------|--|
| Section                 | Abbreviated Text  | Written Test | Skills Station | Portfolio | Projects | Other  |
| 4.2.2                   | Assemble course materials   |              |                |           |          | Chapter 1 (p 6), Chapter 6 (pp 132, 134-136, 138-139)  |
| 4.2.2(A)                | RK: Components of a lesson plan; policies and procedures for the procurement of materials and equipment and resource availability                         |              |                |           |          | Chapter 1 (p 6), Chapter 6 (pp 127-132, 134-136)   |
| 4.2.3                   | Prepare request for resources   |              |                |           |          | Chapter 1 (p 6), Chapter 12 (pp 281-282)   |
| 4.2.3(A)                | RK: Resource management, sources of instructional resources   |              |                |           |          | Chapter 1 (p 6), Chapter 12 (pp 281-282)   |
| 4.2.3(B)                | RS: Oral and written communications   |              |                |           |          | Chapter 1 (pp 6-10), Chapter 12 (pp 281-282)   |
| 4.2.4                   | Schedule single instructional sessions  |              |                |           |          | Chapter 1 (p 6), Chapter 12 (pp 280-287)   |
| 4.2.4(A)                | RK: Departmental scheduling procedures  |              |                |           |          | Chapter 12 (pp 280-287)  |
| 4.2.4(B)                | RS: Training schedule completion  |              |                |           |          | Chapter 12 (pp 281-282)  |
| 4.2.5                   | Complete training records and report forms  |              |                |           |          | Chapter 1 (p 6), Chapter 2 (pp 30-31, 34, 38-39), Chapter 12 (pp 281-282, 287)                               |
| 4.2.5(A)                | RK: Types of records and reports required   |              |                |           |          | Chapter 2 (pp 30, 34, 38-39)   |
| 4.2.5(B)                | RS: Basic report writing  |              |                |           |          | Chapter 12 (pp 281-282, 287)   |
| 4.3.2                   | Review instructional materials  |              |                |           |          | Chapter 1 (p 6), Chapter 4 (pp 79-81), Chapter 6 (pp 129-132, 134-136), Chapter 7 (pp 161, 163-167, 169-170) |
| 4.3.2(A)                | RK: Recognition of student limitations, methods of instruction, types of resource materials; organizing the learning environment; policies and procedures |              |                |           |          | Chapter 4 (pp 79-81), Chapter 6 (pp 129-132, 134-136), Chapter 7 (pp 161, 163-167, 169-170)                  |
| 4.3.2(B)                | RS: Analysis of resources, facilities, and materials  |              |                |           |          | Chapter 6 (pp 129-132, 134-136), Chapter 7 (pp 163-167)  |
| 4.3.3                   | Adapt a prepared lesson plan  |              |                |           |          | Chapter 1 (p 6), Chapter 6 (pp 138-139)  |

| Objective / JPR, RK, RS |  | Cognitive    | Manipulative   |           |          |   |
|-------------------------|--|--------------|----------------|-----------|----------|---|
| Section                 | Abbreviated Text   | Written Test | Skills Station | Portfolio | Projects | Other   |
| 4.3.3(A)                | RK: Elements of a lesson plan, selection of instructional aids and methods, origination of learning environment              |              |                |           |          | Chapter 6 (pp 138–139), Chapter 8 (pp 178–199)  |
| 4.3.3(B)                | RS: Instructor preparation and organizational skills   |              |                |           |          | Chapter 6 (pp 138–139), Chapter 8 (pp 178–199)  |
| 4.4.2                   | Organize the classroom, laboratory, or outdoor learning environment  |              |                |           |          | Chapter 1 (pp 6, 10–11), Chapter 7 (pp 163–167), Chapter 8 (pp 188–191, 193–198), Chapter 9 (pp 209–213, 215–216)             |
| 4.4.2(A)                | RK: Classroom management and safety  |              |                |           |          | Chapter 1 (pp 10–11), Chapter 7 (pp 163–167), Chapter 8 (pp 196, 198), Chapter 9 (pp 209–213, 215–216)                        |
| 4.4.2(B)                | RS: Use of instructional media and materials   |              |                |           |          | Chapter 1 (pp 10–11), Chapter 8 (pp 178–199)  |
| 4.4.3                   | Present prepared lessons   |              |                |           |          | Chapter 1 (p 6), Chapter 3 (pp 61–68), Chapter 4 (pp 79–81), Chapter 5 (pp 105–107, 109–110, 112–114), Chapter 6 (pp 129–132) |
| 4.4.3(A)                | RK: Laws and principles of learning  |              |                |           |          | Chapter 3 (pp 61–68), Chapter 4 (pp 79–81), Chapter 5 (pp 104–106, 115–116)   |
| 4.4.3(B)                | RS: Oral communication techniques, teaching methods and techniques   |              |                |           |          | Chapter 3 (pp 61–68), Chapter 4 (pp 79–81), Chapter 5 (pp 105–107, 109–110, 112–114), Chapter 6 (pp 129–132)                  |
| 4.4.4                   | Adjust presentation  |              |                |           |          | Chapter 1 (p 6), Chapter 3 (pp 61, 65), Chapter 6 (pp 138–139)  |
| 4.4.4(A)                | RK: Methods of dealing with changing circumstances   |              |                |           |          | Chapter 3 (pp 61, 65), Chapter 6 (pp 138–139)   |
| 4.4.5                   | Adjust to differences in learning styles, abilities, and behaviors   |              |                |           |          | Chapter 1 (p 6), Chapter 3 (pp 57–59, 61), Chapter 4 (pp 89–93), Chapter 9 (pp 209–210)                                       |
| 4.4.5(A)                | RK: Motivation techniques, learning styles, types of learning disabilities and methods for dealing with them                 |              |                |           |          | Chapter 3 (pp 52–54, 57–59, 61, 66–68), Chapter 4 (pp 89–93), Chapter 9 (pp 209–210)  |
| 4.4.5(B)                | RS: Basic coaching and motivational techniques, adaptation of lesson plans or materials to specific instructional situations |              |                |           |          | Chapter 3 (pp 52–54, 66–68), Chapter 4 (pp 91–93)   |
| 4.4.6                   | Operate audiovisual equipment and demonstration devices  |              |                |           |          | Chapter 1 (p 6), Chapter 8 (pp 185, 187–189, 197)   |
| 4.4.6(A)                | RK: Components of audiovisual equipment  |              |                |           |          | Chapter 8 (pp 189–191, 193–198)   |
| 4.4.6(B)                | RS: Use of audiovisual equipment, cleaning, and field level maintenance  |              |                |           |          | Chapter 8 (pp 189–191, 193–199)   |
| 4.4.7                   | Utilize audiovisual materials  |              |                |           |          | Chapter 1 (p 6), Chapter 8 (pp 197–199)   |
| 4.4.7(A)                | RK: Media types, limitations, and selection criteria   |              |                |           |          | Chapter 8 (pp 197–199)  |
| 4.4.7(B)                | RS: Transition techniques within and between media   |              |                |           |          | Chapter 8 (pp 187–188)  |
| 4.5.2                   | Administer oral, written, and performance tests  |              |                |           |          | Chapter 1 (p 6), Chapter 10 (p 232)   |

| Objective / JPR, RK, RS |   | Cognitive    | Manipulative   |           |          |  |
|-------------------------|---|--------------|----------------|-----------|----------|--|
| Section                 | Abbreviated Text  | Written Test | Skills Station | Portfolio | Projects | Other                                    |
| 4.5.2.(A)               | RK: Test administration, agency policies, laws affecting records and disclosure of training information |              |                |           |          | Chapter 10 (pp 230–234)                  |
| 4.5.2.(B)               | RS: Use of skills checklists and oral questioning techniques  |              |                |           |          | Chapter 10 (pp 232–234)                  |
| 4.5.3                   | Grade student oral, written, or performance tests   |              |                |           |          | Chapter 1 (p 6), Chapter 10 (p 234)      |
| 4.5.3(A)                | RK: Grading and maintaining confidentiality of scores   |              |                |           |          | Chapter 10 (p 234)                       |
| 4.5.4                   | Report test results   |              |                |           |          | Chapter 1 (p 6), Chapter 10 (p 234)      |
| 4.5.4(A)                | RK: Reporting procedures, the interpretation of test results  |              |                |           |          | Chapter 10 (p 234)                       |
| 4.5.4(B)                | RS: Communication skills, basic coaching  |              |                |           |          | Chapter 10 (p 234)                       |
| 4.5.5                   | Provide evaluation feedback to students   |              |                |           |          | Chapter 1 (p 6), Chapter 10 (pp 234–235) |
| 4.5.5(A)                | RK: Reporting procedures, the interpretation of test results  |              |                |           |          | Chapter 10 (pp 234–235)                  |
| 4.5.5(B)                | RS: Communication skills, basic coaching  |              |                |           |          | Chapter 10 (pp 234–235)                  |

### NFPA 1041 - Fire Service Instructor II - 2012 Edition

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| Objective / JPR, RK, RS |  | Cognitive    | Manipulative   |           |          |   |
|-------------------------|--|--------------|----------------|-----------|----------|---|
| Section                 | Abbreviated Text   | Written Test | Skills Station | Portfolio | Projects | Other   |
| 5.1                     | Fire Instructor I  |              |                |           |          | Chapter 1 (pp 6–7)  |
| 5.2.2                   | Schedule instructional sessions  |              |                |           |          | Chapter 1 (p 6), Chapter 12 (pp 280–291)                          |
| 5.2.2(A)                | RK: Departmental policy, scheduling processes, supervision techniques, and resource management                   |              |                |           |          | Chapter 12 (pp 280–291)   |
| 5.2.3                   | Formulate budget needs   |              |                |           |          | Chapter 1 (p 7), Chapter 15 (pp 350–353)                          |
| 5.2.3(A)                | RK: Agency budget policy, resource management, needs analysis, sources of instructional materials, and equipment |              |                |           |          | Chapter 15 (pp 350–353)   |
| 5.2.3(B)                | RS: Resource analysis and forms completion   |              |                |           |          | Chapter 15 (pp 350–353)   |
| 5.2.4                   | Acquire training resources   |              |                |           |          | Chapter 1 (p 7), Chapter 12 (pp 281–282), Chapter 15 (pp 353–358) |
| 5.2.4(A)                | RK: Agency policies, purchasing procedures, budget management  |              |                |           |          | Chapter 15 (pp 350–358)   |
| 5.2.4(B)                | RS: Forms completion   |              |                |           |          | Chapter 15 (pp 356–358)   |
| 5.2.5                   | Coordinate training record keeping   |              |                |           |          | Chapter 1 (p 7), Chapter 2 (pp 30–31, 34, 38–39)                  |

| Objective / JPR, RK, RS |  | Cognitive    | Manipulative   |           |          |   |
|-------------------------|--|--------------|----------------|-----------|----------|---|
| Section                 | Abbreviated Text   | Written Test | Skills Station | Portfolio | Projects | Other   |
| 5.2.5(A)                | RK: Record keeping processes, departmental policies, laws affecting records and disclosure of training information, professional standards applicable to training records, databases used for record keeping |              |                |           |          | Chapter 2 (pp 30–31, 34, 38–39)   |
| 5.2.5(B)                | RS: Record auditing procedures   |              |                |           |          | Chapter 2 (pp 30, 34–35, 38)  |
| 5.2.6                   | Evaluate instructors   |              |                |           |          | Chapter 1 (p 7), Chapter 11 (pp 264–267, 269)   |
| 5.2.6(A)                | RK: Personnel evaluation methods, supervision techniques, department policy, effective instructional methods and techniques  |              |                |           |          | Chapter 11 (pp 264–267, 269)  |
| 5.2.6(B)                | RS: Coaching, observation techniques, completion of evaluation forms   |              |                |           |          | Chapter 11 (pp 264–267, 269–271)  |
| 5.3.2                   | Create a lesson plan   |              |                |           |          | Chapter 1 (p 7), Chapter 6 (pp 140–149), Chapter 8 (pp 186–187)                                 |
| 5.3.2(A)                | RK: Elements of a lesson plan, components of learning objectives   |              |                |           |          | Chapter 6 (pp 140–148), Chapter 8 (pp 186–187)  |
| 5.3.2(B)                | RS: Basic research, using job performance requirements to develop behavioral objectives  |              |                |           |          | Chapter 6 (pp 144–145)  |
| 5.3.3                   | Modify an existing lesson plan   |              |                |           |          | Chapter 1 (p 7), Chapter 6 (p 149), Chapter 8 (pp 197–198), Chapter 12 (pp 281–282)             |
| 5.3.3(A)                | RK: Elements of a lesson plan, components of learning objectives   |              |                |           |          | Chapter 6 (pp 140–148)  |
| 5.3.3(B)                | RS: Basic research, using job performance requirements to develop behavioral objectives  |              |                |           |          | Chapter 6 (pp 144–145)  |
| 5.4.2                   | Conduct a class using a lesson plan  |              |                |           |          | Chapter 1 (p 7), Chapter 3 (pp 61–68), Chapter 7 (pp 161, 169–170), Chapter 8 (pp 185, 187–189) |
| 5.4.2(A)                | RK: Use and limitations of teaching methods and techniques   |              |                |           |          | Chapter 3 (pp 61–68), Chapter 7 (pp 161, 163–167, 169–170), Chapter 8 (pp 185, 187–189)         |
| 5.4.2(B)                | RS: Transition between different teaching methods  |              |                |           |          | Chapter 3 (pp 64–65, 68), Chapter 7 (pp 161, 169–170), Chapter 8 (pp 187–188)                   |
| 5.4.3                   | Supervise other instructors and students during high hazard training   |              |                |           |          | Chapter 1 (p 7), Chapter 9 (pp 211–213, 215–216, 218–221), Chapter 12 (pp 291, 293)             |
| 5.4.3(A)                | RK: Safety rules, regulations and practices, the incident command system used by the agency, and leadership techniques   |              |                |           |          | Chapter 9 (pp 211–213, 215–216, 218–221), Chapter 12 (pp 291, 293)                              |
| 5.4.3(B)                | RS: ICS implementation   |              |                |           |          | Chapter 9 (pp 211, 218, 221)  |
| 5.5.2                   | Develop student evaluation instruments   |              |                |           |          | Chapter 1 (p 7), Chapter 10 (pp 238–240, 242–247)   |
| 5.5.2(A)                | RK: Evaluation methods, development of forms, effective instructional methods, and techniques  |              |                |           |          | Chapter 10 (pp 238–240, 242–247)  |

| Objective / JPR, RK, RS |   | Cognitive    | Manipulative   |           |          |  |
|-------------------------|---|--------------|----------------|-----------|----------|--|
| Section                 | Abbreviated Text  | Written Test | Skills Station | Portfolio | Projects | Other                                    |
| 5.5.2(B)                | RS: Evaluation item construction and assembly of evaluation instruments |              |                |           |          | Chapter 10 (pp 238–240, 242–247)         |
| 5.5.3                   | Develop a class evaluation instrument                                   |              |                |           |          | Chapter 1 (p 7), Chapter 11 (pp 269–271) |
| 5.5.3(A)                | RK: Evaluation methods, test validity                                   |              |                |           |          | Chapter 11 (pp 269–271)                  |
| 5.5.3(B)                | RS: Development of evaluation forms                                     |              |                |           |          | Chapter 11 (pp 269–271)                  |

### NFPA 1041 - Fire Service Instructor III - 2012 Edition

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| Objective / JPR, RK, RS |   | Cognitive    | Manipulative   |           |          |   |
|-------------------------|---|--------------|----------------|-----------|----------|---|
| Section                 | Abbreviated Text  | Written Test | Skills Station | Portfolio | Projects | Other   |
| 6.1                     | Fire Instructor II  |              |                |           |          | Chapter 1 (p 7)   |
| 6.2.2                   | Administer a training record system   |              |                |           |          | Chapter 1 (p 7), Chapter 2 (pp 30–31, 34, 38–39), Chapter 15 (pp 359–369) |
| 6.2.2(A)                | RK: Agency policy, record keeping systems, professional standards addressing training records, legal requirements affecting record keeping, and disclosure of information |              |                |           |          | Chapter 2 (pp 30–31, 34, 38–39), Chapter 15 (pp 359–369)                  |
| 6.2.2(B)                | RS: Development of forms, report generation   |              |                |           |          | Chapter 15 (pp 361–367)   |
| 6.2.3                   | Development of recommendations for policies   |              |                |           |          | Chapter 1 (p 7), Chapter 15 (pp 365–367, 369)                             |
| 6.2.3(A)                | RK: Agency procedures and training program goals, format for agency policies  |              |                |           |          | Chapter 15 (pp 365–367, 369)  |
| 6.2.3(B)                | RS: Technical writing   |              |                |           |          | Chapter 15 (pp 365–367, 369)  |
| 6.2.4                   | Select instructional staff  |              |                |           |          | Chapter 1 (p 7), Chapter 15 (pp 369, 371–373)                             |
| 6.2.4(A)                | RK: Agency policies regarding staff selection, instructional requirements, selection methods, the capabilities of instructional staff and agency goals                    |              |                |           |          | Chapter 15 (pp 369, 371–373)  |
| 6.2.4(B)                | RS: Evaluation techniques   |              |                |           |          | Chapter 15 (pp 369, 371–373)  |
| 6.2.5                   | Construct a performance based instructor evaluation plan  |              |                |           |          | Chapter 1 (p 7), Chapter 15 (pp 365–367)                                  |
| 6.2.5(A)                | RK: Evaluation methods, agency policies, staff schedules, and job requirements  |              |                |           |          | Chapter 15 (pp 365–367)   |
| 6.2.5(B)                | RS: Evaluation techniques   |              |                |           |          | Chapter 15 (pp 365–367)   |
| 6.2.6                   | Write equipment purchasing specifications   |              |                |           |          | Chapter 1 (p 7), Chapter 15 (pp 353–358)                                  |
| 6.2.6(A)                | RK: Equipment purchasing procedures, available department resources, and curriculum needs   |              |                |           |          | Chapter 15 (pp 353–358)   |

| Objective / JPR, RK, RS |  | Cognitive    | Manipulative   |           |          |   |
|-------------------------|--|--------------|----------------|-----------|----------|---|
| Section                 | Abbreviated Text   | Written Test | Skills Station | Portfolio | Projects | Other   |
| 6.2.6(B)                | RS: Evaluation methods to select the equipment that is most effective and preparation of procurement forms                 |              |                |           |          | Chapter 15 (pp 353–358)                           |
| 6.2.7                   | Present evaluation findings, conclusions, and recommendations to agency administrator                                      |              |                |           |          | Chapter 1 (p 7), Chapter 15 (p 369)               |
| 6.2.7(A)                | RK: Statistical evaluation procedures and agency goals   |              |                |           |          | Chapter 15 (p 369)                                |
| 6.2.7(B)                | RS: Presentation skills and report preparation following agency guidelines   |              |                |           |          | Chapter 15 (p 369)                                |
| 6.3.2                   | Conduct an agency needs analysis   |              |                |           |          | Chapter 1 (p 7), Chapter 13 (pp 301, 303)         |
| 6.3.2(A)                | RK: Needs analysis, task analysis, development of job performance requirements   |              |                |           |          | Chapter 13 (pp 301, 303)                          |
| 6.3.2(B)                | RS: Conducting research, committee meetings, and needs and task analysis   |              |                |           |          | Chapter 13 (pp 301, 303)                          |
| 6.3.3                   | Design programs or curriculums   |              |                |           |          | Chapter 1 (p 7), Chapter 13 (pp 303–307, 310–312) |
| 6.3.3(A)                | RK: Instructional design, adult learning principles, principles of performance based education                             |              |                |           |          | Chapter 13 (p 313)                                |
| 6.3.3(B)                | RS: Technical writing, selecting course reference materials  |              |                |           |          | Chapter 13 (pp 314–315)                           |
| 6.3.4                   | Modify an existing curriculum  |              |                |           |          | Chapter 1 (p 7), Chapter 13 (pp 307, 309–310)     |
| 6.3.4(A)                | RK: Instructional design, adult learning principles, principles of performance based education                             |              |                |           |          | Chapter 13 (p 313)                                |
| 6.3.4(B)                | RS: Technical writing, selecting course reference material   |              |                |           |          | Chapter 13 (pp 314–315)                           |
| 6.3.5                   | Write program and course goals   |              |                |           |          | Chapter 1 (p 7), Chapter 13 (pp 306–307)          |
| 6.3.5(A)                | RK: Components and characteristics of goals, and correlation of JPRs to program and course goals                           |              |                |           |          | Chapter 13 (pp 306–307)                           |
| 6.3.5(B)                | RS: Writing goal statements  |              |                |           |          | Chapter 13 (pp 306–307)                           |
| 6.3.6                   | Write course objectives  |              |                |           |          | Chapter 1 (p 7), Chapter 13 (pp 310–312)          |
| 6.3.6(A)                | RK: Components of objectives and correlation between JPRs and objectives   |              |                |           |          | Chapter 13 (pp 310–312)                           |
| 6.3.6(B)                | RS: Writing course objectives and correlating them to JPRs   |              |                |           |          | Chapter 13 (pp 310–312)                           |
| 6.3.7                   | Construct a course content outline   |              |                |           |          | Chapter 1 (p 7), Chapter 13 (pp 303–305, 313)     |
| 6.3.7(A)                | RK: Correlation between course goals, course outline, objectives, JPRs, instructor lesson plans, and instructional methods |              |                |           |          | Chapter 13 (pp 300–315)                           |
| 6.5.2                   | Develop a system for the acquisition, storage, and dissemination of evaluation results                                     |              |                |           |          | Chapter 1 (p 7), Chapter 14 (pp 324–325)          |

| Objective / JPR, RK, RS |   | Cognitive    | Manipulative   |           |          |   |
|-------------------------|---|--------------|----------------|-----------|----------|---|
| Section                 | Abbreviated Text  | Written Test | Skills Station | Portfolio | Projects | Other   |
| 6.5.2(A)                | RK: Record keeping systems, agency goals, data acquisition techniques, applicable laws, and methods of providing feedback |              |                |           |          | Chapter 14 (pp 324–325)                       |
| 6.5.2(B)                | RS: Evaluation, development, and use of information systems   |              |                |           |          | Chapter 14 (pp 324–325, 332, 334–339)         |
| 6.5.3                   | Develop course evaluation plan  |              |                |           |          | Chapter 1 (p 7), Chapter 14 (pp 328–332)      |
| 6.5.3(A)                | RK: Evaluation techniques, agency constraints, and resources  |              |                |           |          | Chapter 14 (pp 325, 327–332)                  |
| 6.5.3(B)                | RS: Decision-making   |              |                |           |          | Chapter 14 (pp 325, 327–332)                  |
| 6.5.4                   | Create a program evaluation plan  |              |                |           |          | Chapter 1 (p 7), Chapter 14 (pp 325, 327–328) |
| 6.5.4(A)                | RK: Evaluation methods, agency goals  |              |                |           |          | Chapter 14 (pp 325, 327–328)                  |
| 6.5.4(B)                | RS: Construction of evaluation instruments  |              |                |           |          | Chapter 14 (pp 325, 327–328)                  |
| 6.5.5                   | Analyze student evaluation instruments  |              |                |           |          | Chapter 1 (p 7), Chapter 14 (pp 332, 334–339) |
| 6.5.5(A)                | RK: Test validity, reliability  |              |                |           |          | Chapter 14 (pp 332, 334–339)                  |
| 6.5.5(B)                | RS: Item analysis techniques  |              |                |           |          | Chapter 14 (pp 332, 334–339)                  |