

Name _____ Address _____
Email Address _____

MACTE On-Line OSET Training Module Post-Test

(The training module is located at www.MACTE.org, under On-Site Evaluation Teams)

Please use the back of this paper if you run out of space for answers.

Return completed test to MACTE at:

MACTE, 524 Main Street, Suite 202, Monument Square, Racine, WI 53403

1. Roles of Team Members

List 3 to 5 tasks that are included in the structured schedule for an on-site evaluation team.

2. Ethics of Team Members

Can you uphold the ethical behaviors of confidentiality and impartiality that are required of an on-site evaluation team member?

How do you interpret real or perceived conflict of interest?

3. Skills for the On-Site Visit

Write three open-ended questions you might use during interviews of participants.

4. Team Leadership

How will you assign roles to team members?

5. Mentoring Skills

How can interdependency be encouraged among on-site evaluation team members?

6. Building Confidence

How can you prepare yourself for the on-site visit?

7. The On-Site Evaluation

Who should you contact if you and the team need help during the on-site visit?

8. Preparing the Report

In writing the report, care must be taken to support statements with evidence, such as, “verified in discussion with the program’s financial officer and viewing current balance sheets.” How might you describe the evidence that verifies adherence to local license requirements or on-going assessment of students?

9. Evaluating the Visit

Why is it important to complete the evaluation form following the end of the on-site visit?

10. Conclusion

How can the Accreditors’ Training Website be improved?