Indoor Climate Research & Training
Course Examination and Student Testing Policy

Purpose

The purpose for course examinations and student testing are:

To furnish analytical information to the trainer who can use it in selecting and revising learning methodologies or designing lesson plans for adult learners.

To serve as a determination of whether learning objectives have been met.

To assess the degree of student understanding of course material.

To provide students the opportunity for self-assessment of their course-related knowledge.

To provide data to the community action agencies of Illinois for use in employee retention decisions.

To assure adequate knowledge of industry standards by student prior to award of credentials.

Guidelines

Course examination and student testing shall meet the following guidelines:

The students will be informed at the start of each course of the learning objectives and testing requirements.

A passing score on the course exam is 70% or above (this score determined by the Illinois DCEO).

The same test must be administered under the same conditions to each student.

All tests will be given at the same training facility at which the course has been given.

All tests are based solely on the subject matter of the course.

All tests will be graded objectively.

No test materials shall be shared with students prior to the time of formal evaluation.

Test results and scores are shared between trainers and students on an individual basis.

Any student caught cheating will be given a failing grade on the exam, which also translates to failing the course.
Administration

Until an exam is formally presented to students for evaluation purposes, it will be secured electronically with access by only the applicable trainers and the ICRT Coordinator.

An exam shall be administered at the end of each course.

A proficiency exam will be given at the end of the course program.

None of the results will be shared outside the scope for which these tests were intended.

Access to results will be limited to trainers, the ICRT Coordinator, and the staff member who will be tracking student test results, all of whom are aware of the provisions of this policy and matters of confidentiality.

Review of student learning analytics will determine what improvements can be made by trainers; those areas including: curriculum, course management, and teaching methodologies.

As a unit of the University of Illinois, ICRT is governed by its regulations. If students feel that they have not been assessed correctly nor related complaints addressed by those who oversee the testing process, they should be referred to the ICRT Student Grievance Policy, the University Student Code, or the University Ethics Office for redress; that information follows.