

BANGLADESH RURAL ELECTRIFICATION BOARD

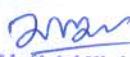
BREB INSTRUCTION 700-12

TESTING POLICY FOR BREB TRAINING DIRECTORATE

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BANGLADESH RURAL ELECTRIFICATION BOARD
BREB INSTRUCTION 700 -12

Approval Date: 05.04.1990
Revision Date : 19/02/2020

SUBJECT: TESTING POLICY FOR BREB TRAINING DIRECTORATE

I. PURPOSE:

To define the parameters related to all testing conducted within the BREB training Directorate.

II. POLICY:

This instruction will clarify the purpose of testing and establish guidelines for all testing, as well as standardize the numerous variables related to testing and evaluation, including development of tests (types of questions, length of tests, program content); administration of tests; minimum qualifying marks; and use of test results.

III. PURPOSE OF TESTING:

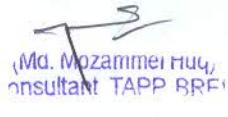
The purposes for conducting testing and evaluation for all training programs conducted by the BREB Training Directorate are as follows:

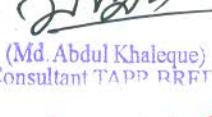
1. To determine the trainee's achievement of the stated training objectives for the particular training program.
2. To grade and rank the trainee's achievement within the training program.

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3. To ensure minimum qualifying(passing) scores have been achieved by each of the trainees, thus meeting established requirements and validating eligibility for departmental examinations and promotion.
4. To provide motivation to the trainees, since their knowledge of there being a test at the end of the program should improve their participation in the program, as a means of preparing for the test.
5. To provide a “**measuring tool**” for evaluating the overall effectiveness of the training program and its achievement of the stated training objectives, thus determining if the program’s instruction (classroom and field) is working as it was designed.
6. To provide a “**measuring tool**” for evaluating the performance and effectiveness of the individual trainers (Training Directorate staff and others) who are conducting the various individual programs.

IV. DEVELOPMENT OF TESTS

The development of all tests used by the training Directorate will adhere to the following guidelines:

1. All questions contained in tests will be based on the stated performance objectives for the individual training program and will attempt to measure the trainee’s achievement of these objectives.
2. During the development of the tests questions, as well as the actual tests, every effort will be made to ensure that the tests meet the standard characteristics that constitute an “**acceptable test**” including: validity; reliability; objectivity; and administrability.

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3. The development of test questions and tests will be based on the most pertinent information contained in the training program, and not on insignificant and unimportant facts.
4. All personnel involved in the development of test questions and tests will receive training in the area of test development (i.e. theory, procedure, techniques).
5. Total points (marks) of a test against a training course will be distributed according to the Weight Factor (WF) assigned against each topic in percentage. Summation of weight factor of a test will be 100 (hundred). Curriculum Committee will assign weight factor (WF) during approving curriculum of a training course.
6. All tests will consist of “**objective type**” questions, with the exception of tests related to practical training. The use of objective type test questions will assist in removing the possibility of any unrelated subjectivity that frequently is an uncontrolled variable related to the correcting and scoring of essay type test questions. It will also eliminate the need for a knowledgeable “**subject matter expert**” to correct the tests.
 - a. Objective type test questions may be selected from one or more of the following types: Multiple choice; True or false; Fill in the blanks; Identification; or Matching.
 - b. Under the direction of the respective Deputy Director (Management Training/ Finance Training/ Technical Training), a “**pool**” of test questions will be developed for each individual program. A sufficient number of questions will be

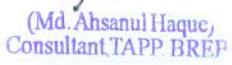
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developed in order to address the program's content areas and thus be able to effectively evaluate if all of the program's objectives were achieved by the participating trainees. The pool of developed questions should be arranged according to the program topics, so that when the actual test is prepared by the assigned Course Director, a minimum of one question can be included in the test for each major topic, thus ensuring that all the content areas are covered by the test.

7. This Policy establishes no set limit on the number of test questions contained within a particular test, but the number should be sufficient to provide coverage of the important content areas included in the program. Tests for institutional programs will be a minimum of one period in duration for a three day program and two periods for a six day program. Lengths of test for Technical programs will vary depending of the length and nature of the training program.
8. All tests conducted to evaluate practical training (performance based training) will include a "checklists" that clearly identify all of the major components (i.e. procedural steps, techniques, safety requirements, etc.) that are involved in the skill competency that is being evaluated during the testing.

V. ADMINISTRATION OF TESTS

As a means of ensuring that all test scores are valid, all testing must be properly administered and in accordance with the following guidelines:

1. The minimum testing requirements will be in the form of a Post Test for all training programs, both Institutional and Technical. Certain Technical programs (i.e. Lineman

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Part I, II, III, IV) that have a long duration will also administer unit tests (i.e. weekly basis) to provide feedback to the trainees regarding their progress during the program. These will be in addition to the normal Post Test that will be conducted at the end of the program.

2. For certain Technical programs, both a written Post Test and a Post Test on the practical portion of the program will be given to all of the trainees.
3. The testing for the program will be under the direction of the Course Director assigned to the program.
4. The correcting and scoring of the tests will be overseen by the respective Deputy Director (Management, Finance and Technical).
5. At the completion of the testing period a complete review of all test questions will be conducted with the class of trainees. The test will be used as a learning tool, whereby the correct answers will be given for each questions during course review at the end of test, so that the trainee will be provided immediate feedback regarding his/her achievement on the test.
6. When tests are being corrected and scored, the final test result will be determined by totaling the marks assigned for each question that has been answered correctly. No marks will be deducted for those questions that have been answered incorrectly.

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VI. MINIMUM QUALIFYING MARKS

1. A minimum qualifying percentage will be set for all Post Tests, with the requirement that a trainee successfully achieve this score in order to be credited for having successfully qualified (passed) the program.
2. The minimum qualifying percentage for written Post Tests for all programs (Institutional and Technical) will be 70% (Seventy percent) of the total possible marks.
3. The minimum qualifying percentage for tests related to practical training (performance based tests), administered for Technical programs will be 75% (Seventy five percent) of the total possible marks.

VII. USE OF TEST RESULTS

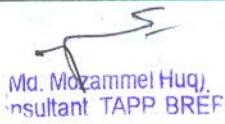
All results from the Post Testing, either written or related to practical training (performance based tests), will provide data and information to document the purposes of testing, as listed under Section III with specific reference to items 1, 5, and 6.

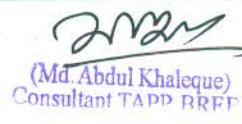
1. Successfully qualifying (passing) the program provides the trainee with credit for the program and eligibility for appearance in Departmental Examinations and/or promotion, as per PBS Instruction 300-51.
2. Failure to obtain the minimum percentage on the program's Post Test means that the trainee must repeat the program in an attempt to secure the established minimum score. A trainee's repetition of the training program and/or test will be considered

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his/her normal duty up to a maximum of two times. (Note: Any repetition for any training course and or test requires prior approval of the Director of Training Directorate).

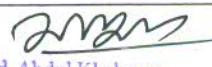
3. For certain Technical programs where there is a written Post Test and a Post Test relating to the practical training (performance based test), the trainee will be required to achieve the minimum percentage on both tests in order to be considered as having successfully qualified (passed) the program.

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