

Certificate
May 2019



Sessional Examination
Certificate in Vocational Education and Training

BOTSWANA OPEN UNIVERSITY
CERTIFICATE IN VOCATIONAL EDUCATION AND TRAINING
SESSIONAL EXAMINATION
TIME ALLOWED: 3 HOURS

Marks: 100

Student ID: _____ **Regional Code.** _____

Instructions:

1. Answer all the questions in the spaces provided for you in this question paper.
2. Make sure that the question paper contains **SIXTEEN (16)** printed pages including the cover page.

To be completed by the Assessor/Moderator

	Section A	Section B	Section C	Total
Assessor				
Internal Moderator				
External Moderato				



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Section A – Multiple Choice Questions

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(20 marks)

Circle the correct answer.

1. _____ is a step in the course design process?
 - A. Structure the content.
 - B. Plan and prepare for assessment.
 - C. Facilitate training.
 - D. Evaluate training.
2. The following are course team members involved in designing a course EXCEPT?
 - A. Instructional designer.
 - B. Content experts.
 - C. Messenger.
 - D. Media experts.
3. A training that emphasises skills and knowledge required for a particular job function or a trade is called _____.
 - A. Competence based training.
 - B. Vocational training.
 - C. Vocational education.
 - D. Standard based training.
4. Blended learning _____.
 - A. students directly share their views and clarify their own queries with the teacher.
 - B. occurs in person and in real time between teachers and students.
 - C. combines online and classroom methods.
 - D. students of different abilities are taught together in the same class.
5. The blackboard can be best utilised by a trainer for _____.
 - A. making the learners attentive.
 - B. highlighting the trainer himself/herself.
 - C. writing the important and notable points.
 - D. saving time during teaching.



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6. Which of the following is a teaching aid?
 - A. Tape Recorder
 - B. Film Projector
 - C. Working Model of Wind Mill
 - D. All of the above
7. The following are tools used to determine the educational level of the learners EXCEPT?
 - A. Application forms
 - B. Questionnaire
 - C. Interviews
 - D. Psychometric test
8. Taped lectures are best used in _____ type of learning style?
 - A. tactile
 - B. visual
 - C. auditory
 - D. kinesthetic
9. Which of the following learner characteristics may be considered helpful in designing effective teaching-learning styles?
 - A. Prior experience of learners in respect of the subject.
 - B. Ability of the learners in respect of the subject.
 - C. Learner's language background.
 - D. All of the above.
10. Which of the following statement is correct about Lecture method?
 - A. It is a two-way process method of teaching.
 - B. Lecture method saves time.
 - C. It is a learner-centred method of teaching.
 - D. None of the above.



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11. Maximum participation of learners is possible in teaching through _____.
- A. Lecture method.
 - B. Story telling method.
 - C. Teacher centred method.
 - D. Discussion method.
12. When a student can correctly define formative evaluation, the student is operating at which level of the Bloom's taxonomy?
- A. Comprehension
 - B. Knowledge
 - C. Analysis
 - D. Application
13. Which of the following statements is correct about multiple-choice type of questions?
They are _____.
- A. less objective than essay questions.
 - B. more objective than true or false questions.
 - C. less subjective than short answer questions.
 - D. more subjective than short answer questions.
14. Direct evidence is _____.
- A. assessment of different skills and behaviour.
 - B. required by the assessor to be able to understand the learner's performance.
 - C. collected when it is not possible for the assessment to actually take place in the workplace.
 - D. collected when the assessor actually observes the learner performing a specific task.
15. Which is the most important aspect of the teacher's role in learning?
- A. The provision of encouragement and moral support.
 - B. The provision of continuous diagnostic and remedial help.
 - C. The development of insight into what constitutes an adequate performance.
 - D. The development of insight into what constitutes the pitfalls and dangers to be involved.



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16. Which of the following is the most important quality of a good teacher?
- A. Competence.
 - B. Punctuality.
 - C. Sociable.
 - D. Reactive.
17. Internal and external factors that affect message reception by the learners in the classroom are referred to as _____.
- A. noise.
 - B. feedback.
 - C. fragmentation.
 - D. channelisation.
18. Which protective clothing will be used when training learners how to sand a piece of wood?
- A. Working gloves
 - B. Face shield
 - C. Safety goggles or dust mask
 - D. Steel toed boots or hard hats
19. The main objective of learners evaluation of trainers are:
- A. To make trainers take teaching seriously.
 - B. To help trainers adopt innovative methods of teaching.
 - C. To identify the areas of future improvement in teacher traits.
 - D. All of the above.
20. Evaluation can occur at what stage of training?
- A. Prior to the event.
 - B. During the training.
 - C. Following the activity.
 - D. All of the above.



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Section B – Short Answer Questions (40 marks)

Answer all the questions in the spaces provided on this question paper.

Unit 1 - Introduction to the Certificate in Vocational Education and Training and Related Requirements (4 marks)

1) List the first **four** stages of the competence based training process. **(4 marks)**

- a) _____
- b) _____
- c) _____
- d) _____

Unit 2 - Develop Learning Materials (6 marks)

1) Explain how the following aspects of learning materials enhance learning. **(6 marks)**

a) **Support students learning**

b) **Lesson structure**

c) **Differentiation of instruction**



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Unit 3 - Produce a Lesson Plan

(6 marks)

1) Discuss the importance of the following in lesson planning: **(6 marks)**

a) **Objectives**

b) **Time**

Unit 4 - Determine training methods and Techniques

(4 marks)

1. Examine any **two** factors a teacher should consider when preparing to use story telling as a method of teaching. **(4 marks)**

a)

b)



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Unit 5 - Produce Assessment Instruments

(6 marks)

1. Botlhe was invited to moderate a Mathematics test instrument in a school. She rated the test instrument as reliable. List the other factors that Botlhe should consider when generating an effective assessment instrument. **(6 marks)**

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

Unit 6 - Assess Candidates against Standards

(4 marks)

- 1) State **four** activities that should be done when planning to assess candidates against standards. **(4 marks)**

- a) _____
- b) _____
- c) _____
- d) _____



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Unit 7 - RPL/RCC Assessment

(2 marks)

1. Explain **Credit Accumulation and Transfer (CAT)** as used in RPL/RCC assessment. (2 marks)

Unit 8 - Facilitate the Lesson

(4 marks)

1. Match the following health and safety signs with their proper descriptions. (4 marks)

Sign	Answer	Description
		A. Poisonous and Infectious Material - Materials causing immediate and serious toxic effect
		B. Compressed Gas
		C. Corrosive Material
		D. Flammable and combustible materials



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Unit 9 - Evaluate Training Sessions (4 marks)

1. Explain the importance of the following aspects of training session evaluations. (4 marks)

a) Evaluating results and delivery refinement. (2 marks)

b) Reviewing of evaluation tools. (2 marks)

Section C – Long Answer Questions (40 marks)

Answer any TWO questions from this sections.

Question 1 (20 marks)

a) Differentiate between aims and objectives of education. (4 marks)

Aims	Objectives
i)	i)

b) Formulate an instructional aim in your subject area. (2 marks)



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c) State any **two** objectives to achieve. **(2 marks)**

- i) _____

- ii) _____

d) Explain the **five** components that make up SMART objectives. **(10 marks)**

- i) _____

- ii) _____

- iii) _____

- iv) _____

- v) _____

e) State **two** learning materials suitable for the listed objectives in **c.** above. **(2 marks)**

- i) _____
- ii) _____



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Question 2

(20 marks)

a) What are the **two** categories of teaching methods? **(2 marks)**

i) _____

ii) _____

b) Explain the Discussion method of teaching. **(2 marks)**

c) Describe any **two** points to consider when planning to use the Discussion method of teaching. **(4 marks)**

i) _____

ii) _____

d) Discuss any **two** advantages and **two** disadvantages of Discussion method of teaching.

(12 marks)

Advantages	Disadvantages
i)	i)
ii)	ii)



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Question 3

(20 marks)

a) Differentiate between the following:

i) Measurement	Evaluation
ii) Formative	Summative
iii) Criterion evaluation testing	Norm reference testing
iv) Aptitude test	Interview
v) Objective tests	Subjective tests



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Question 4

(20 marks)

a) Name **six** records maintained by a teacher. **(6 marks)**

- i) _____
- ii) _____
- iii) _____
- iv) _____
- v) _____
- vi) _____

b) Explain how record keeping enhances accountability. **(2 marks)**

c) Discuss any **four** advantages of using interview as a method of collecting data in educational research. **(12 marks)**

- i) _____
 - _____
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- ii) _____
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iii)

iv)

Question 5

(20 marks)

a) Discuss the **five** steps of the training evaluation process. **(20 marks)**

i)

ii)

iii)



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iv)

v)
