

---

# Unit 7: Course Summary

INSTRUCTOR GUIDE

---

---

---



## Objectives

At the end of this unit, the students should be able to:

- Identify the course objectives.
  - Take the final exam.
- 

## Scope

- Unit Introduction
  - Review ICS-100 Course Objectives
  - Taking the Exam
  - Feedback
- 

## Methodology

The instructors will begin this unit by telling the group that they should ask themselves if the course met their learning objectives. Instructors will then review each of the major topics covered in the course to ensure comprehension and answer participant questions.

The instructors will then provide instructions on taking the final exam. To conclude the unit, the instructors will emphasize to the group the importance of providing course feedback.

---

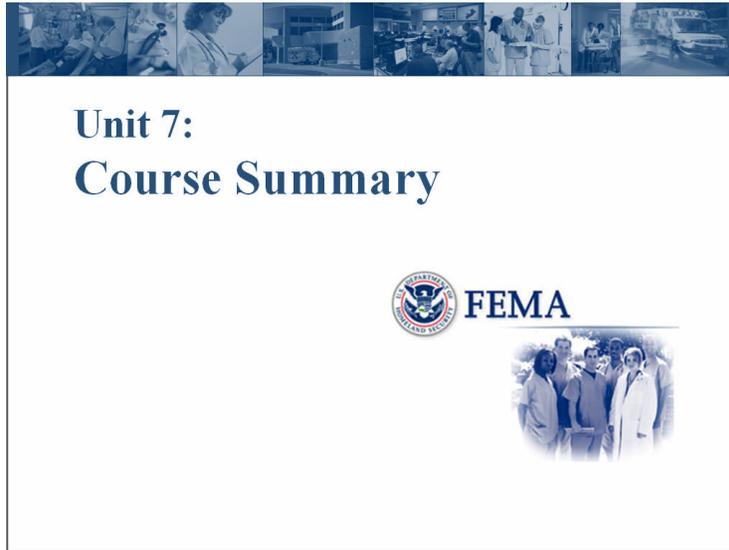
## Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

<b>Topic</b>	<b>Time</b>
Review ICS-100 Course Objectives	5 minutes
Taking the Exam and Feedback	10 minutes
Final Exam	30 minutes
<b>Total Time</b>	<b>45 minutes</b>



Visual 7.1



**Visual Description:** Unit Title Slide

### Instructor Notes

Tell participants that this unit provides an overview and summary of the course.



Visual 7.2

### Review ICS-100 Course Objective

#### You should now be familiar with:

- The major ICS functions and their primary responsibilities.
- The major incident facilities and the function of each.
- What an Incident Action Plan is and how it is used at an incident.
- The common responsibilities associated with incident assignments.



**Visual Description:** Review ICS-100 Course Objective

### Instructor Notes

Ask participants if they are now familiar with:

- The major ICS functions and their primary responsibilities.
- The major incident facilities and the function of each.
- What an Incident Action Plan is and how it is used at an incident.
- The common responsibilities associated with incident assignments.



Visual 7.3

## Taking the Exam

### Instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
  - Read each item carefully.
  - Circle your answer on the test.
  - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

→ You may refer to your Student Manuals when completing this test.



**Visual Description:** Taking the Exam

### Instructor Notes

**Note:** Additional guidance appears on the next page.

Present the following instructions:

1. Take a few moments to review your Student Manuals and identify any questions.
2. Make sure that you get all of your questions answered prior to beginning the final test.
3. When taking the test . . .
  - Read each item carefully.
  - Circle your answer on the test.
  - Check your work and transfer your answers to the computer-scan (bubble) answer sheet or enter the answers online.

Tell the participants that they may refer to their Student Manuals when completing this test.

**Important Instructor Note:** It is important that you allow the participants enough time to review the course materials prior to taking the exam. If time permits, you can facilitate a structured review of the materials using the following techniques:

- Assign each team a lesson and have them summarize and present the key points to remember.
- Select five to seven of the most critical points from each lesson. Present a brief review of these points. Ask questions to ensure that the participants remember the most important information.

When the review is completed, distribute the exams. Remain in the room to monitor the exam and to be available for questions. Collect the completed exams.

**Instructor Note:**

To receive a certificate of completion, students must take the 25-question multiple-choice posttest, submit an answer sheet (to EMI's Independent Study Office), and score 75% on the test. Two options exist for test submission:

Students submit their tests online, and receive a certificate in the mail.

- Go to <http://training.fema.gov/EMIWeb/IS/> and click on the link for ICS-100.
- Click on "Download Final Exam Questions" (found at the bottom of the page). You may want to print the test.
- Click on "Take Final Exam" (found at the bottom of the page).

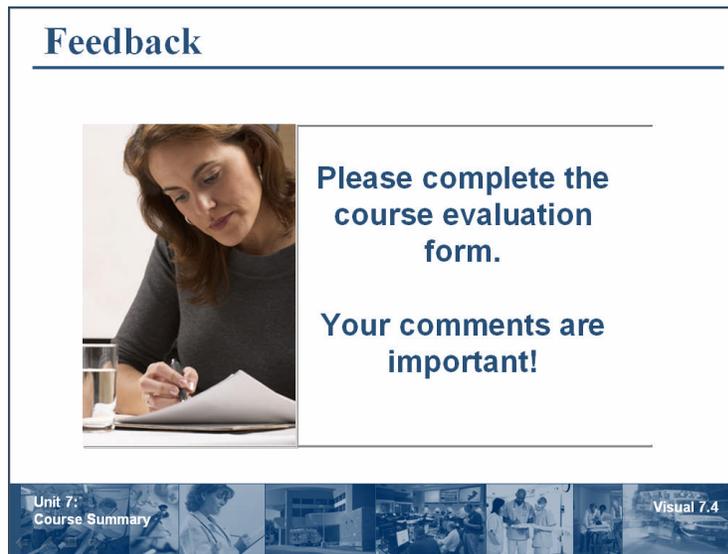
Instructions for group delivery: Tests can be provided upon request by calling (301) 447-1256. The completed tests can then be submitted as a group to:

EMI Independent Study  
16825 South Seton Ave.  
Emmitsburg, MD 21727

---



Visual 7.4



**Visual Description:** Feedback

### Instructor Notes

Emphasize that completing the course evaluation form is important. Participants' comments will be used to evaluate the effectiveness of this course and make changes for future versions.