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## Unit 5: Course Summary and Final Exam

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## Objectives

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

- Summarize the key points from this course.
  - Test their knowledge of Multiagency Coordination Systems by completing an exam.
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## Scope

- Lesson Overview and Objectives
    - Unit Objectives
    - Activity 5.1: Summary of Key Points
  - Final Exam
  - Course Wrapup
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## Methodology

The instructors will involve the students in a discussion to summarize the key points from the course.

The students will take the final exam to test their knowledge of Multiagency Coordination Systems.

Finally, the students will complete a level 1 evaluation instrument.

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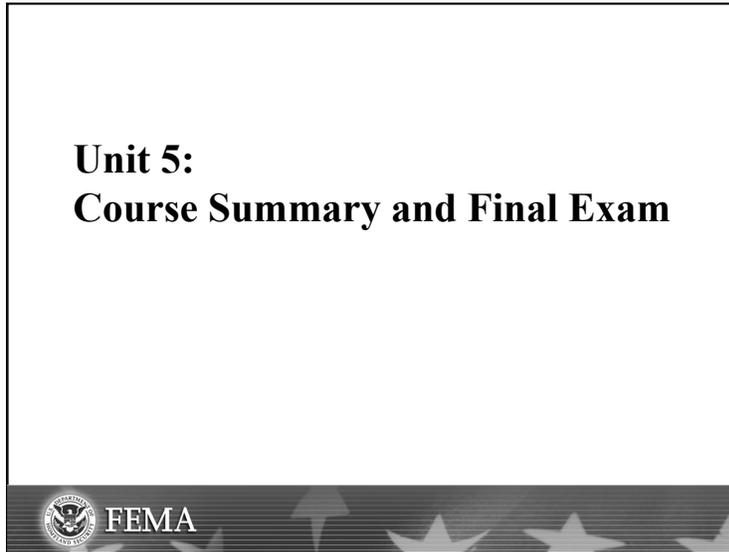
## Time Plan

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.

Topic	Time
Introduction and Unit Overview	5 minutes
Activity 5.1: Summary of Key Points	20 minutes
Final Exam	30 minutes
Course Wrapup	5 minutes
<b>Total Time</b>	<b>1 hour</b>



Visual 5.1



**Visual Description:** Unit 5: Course Summary and Final Exam

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### Instructor Notes

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Introduce this unit by telling the students that Unit 5 will summarize the key points from this course.



Visual 5.2

### Unit 5 Objectives

- Summarize the key points from this course.
- Test your knowledge of Multiagency Coordination Systems by completing an exam.



Unit 5:  
Course Summary and Final Exam

**Visual Description:** Unit 5 Objectives

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### Instructor Notes

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Refer the students to page 5-2 to review the unit objectives.

Tell the group that at the end of this unit, they should be able to:

- Summarize the key points from this course.
- Test their knowledge of Multiagency Coordination Systems by completing an exam.



Visual 5.3

### Activity 5.1: Summary of Key Points

1. Work in table groups to complete this activity.
2. Review the material covered in this course.
3. Identify the three most critical points from the course.
4. Present your points to the class.



You will have 10 minutes to complete this activity.



Unit 5:  
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**Visual Description:** Activity 5.1: Summary of Key Points

#### Instructor Notes

**Purpose:** The purpose of this activity is to allow the students to identify the points from the course that are most important to them.

**Instructions:** Follow the steps below to conduct this activity:

1. Tell the students to work in their table groups to complete this activity.
2. Ask the groups to review the material covered in this course.
3. Explain that the groups should identify the three points from the course that are most important to them. Tell the groups to be ready to discuss their points with the class.
4. When all have finished, ask each group to select a spokesperson to present its key points to the class. Solicit input from the class and elaborate on the points based on your experience.

**Ask if anyone has any questions before continuing to the final exam.**

#### Alternative Activity:

Administer the exam. When everyone has completed the exam, go over the answers in plenary session, focusing on review of any questions missed by a significant number of students.



Visual 5.4

### Final Exam

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 Manual when completing this test.



Unit 5:  
Course Summary and Final Exam

**Visual Description:** Final Exam Instructions

### 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.

**Note:** To receive a certificate of completion, students must take the 25-question multiple-choice final test, submit an answer sheet (to EMI's Independent Study Office), and score 75% on the test. Do NOT use the test unless you see IS-701 in the header and October 2006 in the footer. Older test versions contain outdated materials. Two options exist for test submission:

- Students submit their tests online and receive an e-mail with a link to their electronic certificate.
  1. Go to <http://training.fema.gov/EMIWeb/IS/is701.asp>.
  2. Click on "Download Final Exam Questions" (found at the bottom of the page). You may want to print the test.
  3. Click on "Take Final Exam" (found at the bottom of the page).
- Instructions for group delivery: Test answer sheets can be obtained 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 5.5

**Feedback**



**Please complete the course evaluation form.**

**Your comments are important!**

 **FEMA**

Unit 5:  
Course Summary and Final Exam

**Visual Description:** Feedback

### Instructor Notes

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

**Distribute the course evaluation. Ask the students to complete the evaluation and return it to one of the instructors before leaving the classroom.**

**Thank the students for attending the course, and dismiss the class.**

**Notes:**