

# Principles of Education and Training

100 Sample Assessment Questions

Authored by: Statewide Instructional Resources Development Center

## 25 Recall/Reproduction Assessment Questions

1. Why is it important to develop transferable skills?
  - a. Transferable skills will help you get promoted to a managerial position.
  - b. Transferable skills are required for all careers.
  - c. Transferable skills are more important in some careers than in others.
  - d. Transferable skills are not as important as job related skills.
2. An example of a transferable skill is:
  - a. listening
  - b. balancing a budget
  - c. computer programming
  - d. managing a sales team
3. In the United States, most people spend the largest percentage of their money on:
  - a. housing
  - b. food
  - c. transportation
  - d. health care
4. Which of the following is/are likely to be considered as “time leaks”?
  - a. Indecisiveness
  - b. Schmoozing
  - c. Procrastination
  - d. All of the above
5. \_\_\_\_\_, or general purpose in life, propel(s) you toward being productive.
  - a. A mission
  - b. Goals
  - c. A strong work ethic
  - d. Punctuality
6. Working \_\_\_\_\_, not \_\_\_\_\_ is a modern approach to work that requires you to spend a few minutes planning how to implement your tasks.
  - a. faster; harder
  - b. faster; smarter
  - c. smarter; faster
  - d. smarter; harder
7. Doing two or more routine chores simultaneously that can sometimes enhance personal productivity is often referred to as:
  - a. perfectionism
  - b. multitasking
  - c. time management
  - d. all of the above
8. Public school resources can be ranked as follows:
  - a. state, local and federal
  - b. local, state and federal
  - c. federal, local and state
  - d. all three sources contribute equally

9. What Supreme Court decision overturned the Plessy vs. Ferguson case by declaring that segregated facilities were inherently unequal and ordered the integration of the nation's public schools?
  - a. Brown vs. Board of Education
  - b. Plessy vs. Ferguson
  - c. Gideon vs. Wainwright
  - d. McCulloch vs. Maryland
  
10. What future Supreme Court Justice argued the Brown vs. Board of Education case?
  - a. Benjamin Cardozo
  - b. Clarence Darrow
  - c. John Marshall
  - d. Thurgood Marshall
  
11. Political socialization in elementary schools often instills:
  - a. patriotism
  - b. socialism
  - c. pacifism
  - d. communism
  
12. The current high school graduation rate in the United States is:
  - a. less than 75 percent
  - b. about 85 percent
  - c. more than 90 percent
  - d. nearly universal at almost 100 percent
  
13. Transferable skills are:
  - a. those developed from previous jobs
  - b. those that need to be developed
  - c. developed very early in life
  - d. not important to employers
  
14. Which of the following is considered a transferable skill?
  - a. Speaking
  - b. Teaching/Instructing
  - c. Budget Management
  - d. All of the above are transferable skills
  
15. A career is:
  - a. a series of unrelated jobs over the course of your working life
  - b. a series of job related experiences that fit into a pattern
  - c. a set of promotions you receive from one employer
  - d. any job you hold for seven years or less
  
16. Which of the following is/are suggested way(s) of finding out about occupations?
  - a. Printed and web based information
  - b. Computer assisted career guidance
  - c. Speaking to people
  - d. All of the above

17. Which of the following is/are included in choosing a career?
- Assessing your skills
  - Understanding the inner you
  - Assessing your interests
  - All of the above
18. Aside from the academic agenda, most students view high school as a setting for:
- career development
  - socializing
  - cognitive development
  - psychosocial development
19. The following type(s) of assessment are recommended at the high school level:
- aptitude tests
  - inventories measuring career development
  - interest inventories
  - all of the above
20. Transferable skills are:
- abilities that can help people thrive in any job.
  - abilities that are job specific.
  - developed only through formal education.
  - developed only through on-the-job training.
21. Excellent sources of career information include:
- the internet
  - trade journals and industry newsletters
  - guidance counselors
  - all of the above
22. \_\_\_\_\_ - \_\_\_\_\_ goals can take 5 to 20 years, or even a lifetime, to achieve.
23. Communication skills are one of the top 10 skills employers seek.
- True
  - False
24. Transferable skills are skills that are mastered for a specific kind of work.
- True
  - False
25. The Dictionary of Occupational Titles has been replaced by:
- The Encyclopedia of Careers
  - The Guide to Occupational Exploration
  - O\*Net
  - CareerInfoNet

## Recall/Reproduction Assessment Key

1. B
2. A
3. A
4. D
5. A
6. D
7. B
8. B
9. A
10. D
11. A
12. C
13. A
14. D
15. B
16. D
17. D
18. B
19. D
20. A
21. D
22. Long-Term
23. A
24. A
25. C

## 25 Skill/Concept Assessment Questions

1. Which of the following would not normally be considered as a part of a person's work habits?
  - a. Sending and receiving e-mail
  - b. Commuting to work
  - c. Organizing
  - d. Priority setting
2. Which of the following is a common myth about attendance and punctuality in the workplace?
  - a. A certain number of sick days are owed to all employees
  - b. There is no relationship between satisfaction and attendance/tardiness
  - c. A satisfied worker is likely to show up for work more frequently than an unsatisfied worker
  - d. Unhappy workers are usually late or absent
3. Neatness, \_\_\_\_\_, and speed are important contributions to workplace productivity and therefore should be valued.
  - a. orderliness
  - b. cleanliness
  - c. closeness
  - d. spaciousness
4. Which of the following would be an example of streamlining your work in an effort to eliminate time wasting tasks?
  - a. Read and reply to e-mail hourly
  - b. Be a good organization citizen and help others routinely with their tasks
  - c. Look for duplication of effort and waste; then, take action to eliminate them
  - d. Assist your secretary with routine phone calls
5. Which of the following is/are suggested techniques for overcoming time wasted in the work environment?
  - a. Set a time limit for important tasks and projects
  - b. Schedule similar tasks together
  - c. Be decisive and finish things
  - d. All of the above
6. A person's characteristic approach to work, including such things as organization, priority setting, and handling of paper work and email represents his or her:
  - a. productivity
  - b. work habits
  - c. procrastination
  - d. success
7. Developing good work habits and time management practices is often a matter of developing proper attitudes toward work and time. All of the following values could help you improve your productivity except:
  - a. valuing good attendance and punctuality
  - b. valuing your boss's opinion of you.
  - c. valuing your time
  - d. valuing neatness, orderliness and speed

8. Why is it helpful to make a timeline for a big project?
  - a. You'll feel a sense of accomplishment as you cross each task off your list.
  - b. A timeline will help you avoid interruptions.
  - c. If you use a timeline you will meet your deadline.
  - d. A timeline can help you see the stages in a complicated project and see your progress at a glance.
  
9. To cope with the future, students and teachers need to:
  - a. develop the skills for lifelong learning
  - b. recognize the relationship between different events
  - c. develop an optimistic perspective
  - d. all of these
  
10. The Occupational Outlook Handbook provides information about:
  - a. nature of the work, job qualifications, and employment outlook
  - b. job growth, average salaries, and suggestions for conducting a job search
  - c. companies, available positions, and managers to contact
  - d. training, related job fields, and recruiters
  
11. All of the following are career development needs of students except:
  - a. understanding the world of work and how it is organized
  - b. making a firm choice of one occupation over others
  - c. identifying their strengths and weaknesses
  - d. making a connection between school and work
  
12. Which of the following would likely be considered as "getting an edge" in career preparation?
  - a. Learn a foreign language
  - b. Earn a second degree
  - c. Get a technology training certification
  - d. All of the above
  
13. All of the following are benefits of portfolio career development except:
  - a. lack of stability
  - b. developing your personal skills
  - c. risk taking
  - d. dealing with change
  
14. All of the following are suggested ways of getting firsthand occupation experience except:
  - a. job shadowing
  - b. part-time work
  - c. internship
  - d. reading trade journals
  
15. Which of the following is not an advantage of teaching as a career?
  - a. Family friendly work schedules, including summers off
  - b. Comprehensive benefits, including health care and retirement benefits
  - c. Freedom from mindless routine and clerical work
  - d. Ongoing intellectual stimulation

16. Skill assessments can be useful in career planning because:
  - a. they dictate your career direction for you
  - b. they provide you with insight about your personality, comfort with technology and vocational preferences
  - c. they provide you with a learning style and a list of the coordinating job opportunities
  - d. they provide you with a score that links your personality code and career choices
17. A large part of the career planning adventure is:
  - a. basing your career choice on what pays the most
  - b. realizing that you've already made many decisions about your career
  - c. believing that you will wake up someday and suddenly know what you'll do
  - d. reading the want ads to see what careers are popular
18. Weekly reflection of your goals includes which of the following spot checks:
  - a. check in with your feelings
  - b. check for alignment and obstacles
  - c. check for immediate steps
  - d. all of the above
19. The key words to remember when writing goals are:
  - a. setting, timing, achieving and re-organizing
  - b. starting, timeframes, alignment and reasoning
  - c. statement, timeline, amount and review
  - d. specific, time, areas and reflect
20. Goals can be made more effective by:
  - a. leaving them in a more generalized form
  - b. not questioning the assumptions you have made about their beginnings
  - c. using them as ideas not functions
  - d. examining them more closely to see what they are really about
21. An element not generally included in service learning is:
  - a. formal academic curriculum
  - b. reflection that excludes journal writing, speeches or research papers.
  - c. meaningful community service
  - d. time to reflect on the experience
22. The working premise of \_\_\_\_\_ is that volunteer work and other forms of contributing can become a vehicle for higher education.
23. An effective strategy for long-term planning is to start with long-range goals and work backwards.
  - a. True
  - b. False
24. Joining a professional association is not an effective way to find out if a career is the right one for you.
  - a. True
  - b. False
25. Assigning time frames to your goals is an effective way to accomplish them.
  - a. True
  - b. False

## Skills Concepts Assessment Key

1. B
2. A
3. A
4. C
5. D
6. B
7. B
8. D
9. A
10. A
11. B
12. D
13. A
14. D
15. C
16. B
17. B
18. D
19. D
20. D
21. B
22. Service Learning
23. A
24. B
25. A

## 25 Strategic Thinking Assessment Questions

1. In a lifestyle budget, you describe:
  - a. the lifestyle you would like to lead, and how much money you will need to achieve that lifestyle
  - b. the lifestyle you would like to lead and how much time will be available for work
  - c. a plan for buying the perfect house and car
  - d. a lifestyle that matches your interests and aptitude
2. Jobs in the \_\_\_\_\_ career cluster involve planning, managing and providing education and training services, and related learning support services, including assessment and library and information services.
  - a. teaching
  - b. coaching
  - c. education and training
  - d. principals
3. What was the main purpose for passing the Education for All Handicapped Children Act?
  - a. To provide funding for educating students with disabilities
  - b. To ensure that students with disabilities were not discriminated against
  - c. To ensure that students with disabilities would receive free public education
  - d. To ensure that students with disabilities would receive adequate legal representation
4. Which of the following is one of the qualifying criteria for Section 504?
  - a. The student has a disability that limits a major life activity
  - b. The student has a health impairment that adversely affects achievement
  - c. The student's parents request 504 services
  - d. The student fails to make grade level progress
5. How has the NCLB Act impacted education?
  - a. The act requires increased accountability for states, school districts, and schools
  - b. The act ensures free and appropriate education for students with disabilities
  - c. The act ensures that students with disabilities will not be discriminated against in public schools
  - d. The act requires that all students with disabilities be provided individualized education
6. Which of the following trends in American education did not take place in the late nineteenth century?
  - a. Increased emphasis on the classical curriculum at the university level
  - b. Passage by states of compulsory attendance laws
  - c. Rapid proliferation of colleges across the nation
  - d. Development of land grant institutions
7. Which of the following high school students is most likely to be a Democrat?
  - a. Someone whose mother is a Democrat and whose father is a Republican
  - b. Someone whose mother and father are Democrats
  - c. Someone whose mother is a Republican and whose father is a Democrat
  - d. Someone whose mother and father are independents

8. Traditional support for public education has been eroded because:
  - a. families are turning more to private schools for the education of their children
  - b. only one household in four had a child in school
  - c. the non-Hispanic white population is increasing
  - d. the elderly population is declining
  
9. “Latch-key kids” are most likely to come from:
  - a. black families
  - b. Hispanic families
  - c. Middle-class families
  - d. Working-class families
  
10. The high school dropout rate is highest for:
  - a. white students
  - b. black students
  - c. Hispanic students
  - d. black and Hispanic students drop out of high school at equally high rates
  
11. Hispanics are the youngest and fastest growing group in the United States. By the year 2030, Hispanic children will represent what percentage of the school age population?
  - a. One-tenth
  - b. One-fourth
  - c. One-third
  - d. One-half
  
12. A vital basic consideration in pursuing a career in a growth occupation field is:
  - a. finding the fastest growing field
  - b. investigating a related growth specialty
  - c. ensuring that the field is growing in your location
  - d. choosing a field that interests you
  
13. Ideally, you should pursue a career that provides you with the right balance among work, leisure, and interaction with \_\_\_\_\_.
  - a. information
  - b. people
  - c. data
  - d. things
  
14. Which occupation was listed as the fastest growing from 2000 – 2010?
  - a. Computer Systems analysts
  - b. Medical assistants
  - c. Computer engineers, application
  - d. Computer support specialists
  
15. The Dictionary of Occupational Titles (DOT), published by the Department of Labor, categorizes jobs by looking at four areas which include people, ideas, things, and \_\_\_\_\_.
  - a. data
  - b. systems
  - c. gases
  - d. technology

16. Concern with transition, identifying occupational preferences, and clarifying lifestyle choices are developmental tasks of:
  - a. high school students
  - b. middle/junior high school students
  - c. elementary school students
  - d. older adults
17. After taking CTE classes in Education and Training, students could pursue:
  - a. a Child Development Associate (CDA) certification from the Council for Professional Recognition
  - b. an ECA apprenticeship
  - c. a two or four year college program
  - d. all of the above
18. Steps students can take now to help prepare to teach include all except:
  - a. planning your coursework carefully
  - b. enrolling in a traditional teacher preparation program
  - c. developing a portfolio
  - d. beginning to collect recommendations
19. According to the Outlook 2007 survey conducted by the National Association of Colleges and Employers, the top ten skills that employers seek do not include:
  - a. flexibility and adaptability
  - b. strong work ethic
  - c. sense of humor
  - d. attention to detail
20. An inaccurate statement regarding internships is that:
  - a. They provide a network of contacts that may lead to potential full-time employment after graduation.
  - b. They are always paid positions.
  - c. They combine work experience with academic credit.
  - d. They are a great way to develop skills specific to your career field.
21. An inappropriate question for an applicant to ask on an informational interview would be:
  - a. How did you enter this line of work?
  - b. Do you have any job openings?
  - c. What do you like least about your job?
  - d. How can I effectively prepare to work in this field?
22. A suggestion to assist you in discovering your options when choosing a career does not include:
  - a. avoiding asking key people for their suggestions
  - b. gathering information from your school's catalog or website
  - c. thinking critically about the link between your major and your career
  - d. following the fun
23. Informational interviews provide you with the opportunity to:
  - a. receive career coaching
  - b. find internships or part-time employment
  - c. talk to people who actually do the kind of work you'd like to do
  - d. identify organizations with job openings

24. The Free Application for Federal Student Aid (FAFSA) predicts:
- how much a year at a specific college will cost
  - expected family contribution to a year at college
  - the amount of unmet financial need that a student has
  - how much government grant money a student will receive
25. Students will profit most from the use of web sites if:
- they are left on their own to explore them
  - they use the sites while in a group
  - the counselor follows through to discuss the experience
  - they are given no specific instructions about what to look at

### Strategic Thinking Assessment Key

- A
- C
- B
- A
- A
- A
- B
- B
- C
- C
- B
- D
- B
- C
- A
- A
- D
- B
- C
- C
- B
- C

## 25 Extended Thinking Assessment Questions/Tasks

1. Critique three suggestions on how students should choose a college major.
2. Analyze three trends that have an effect on the job market.
3. Name four options for further study after high school.
4. Discuss the importance of the ACT and SAT college entrance exam scores.
5. List four careers that involve working with people.
6. Name five sources of career information.
7. List four skills that students can gain through outside work experiences.
8. Which career guide lists working conditions, duties, and future trends of 80% of U.S. jobs?
9. What factors influence lifestyle?
10. Investigate four major societal changes that have affected families.
11. Name two jobs in the education field other than traditional classroom teaching.
12. List two personal skills or abilities teachers need when working with students.
13. What is the difference between the role of a preschool teacher and that of a child care worker?
14. How do Career and Technical Education (CTE) courses assist students in preparing for employment?
15. Name and describe two positive employee work habits.
16. Describe a person with a positive work attitude.
17. Choose three careers that interest you and develop a chart showing the time commitment required for education and training and difference in salary over a 20 year period.
18. Create a ten year forecast for your chosen career using societal and/or economic trends.
19. Develop a timeline depicting changes in your chosen career field over the last 10 years.
20. List at least five important things to remember to do or say when you go for a job interview.
21. Create a PowerPoint™ presentation portraying transferable skills.
22. Analyze the key advantages and disadvantages of Education and Training careers/jobs.
23. List your own unique traits, skills, and aptitudes (e.g. values, priorities, strengths).

24. Discuss four choices you could make or actions you could take in high school that would negatively impact your future.
25. Write a scenario outlining the life you envision for yourself at age 35.

### **Extended Thinking Assessment Key**

Student responses will vary