

# *EOTA – Business Process*



*Document Title:*

**Test Matrix**

*Document Number:*

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*Parent Document:*

**ISDP-002, Training Production Process**

*Notify of Changes:*

**ISD, ITT, MGT**

*Referenced Document(s):*

**ISDF-001 Technical Direction, ISDF-045 Analysis Project Plan, ISDF-004 Design Document, ISDF-006 WBT Script Template, ISDF-007 Lesson Plan Template, ITTP-016 WBT Programming, ISDP-002 Training Production Process**

***Revision History:***

<b>Rev.</b>	<b>Description of Change</b>
10_0630	Initial Release
11_0303	Updated table

# Test Matrix

(Goals, Objectives, Corresponding Knowledge Check and Test Questions, and Content Location)

FOR

(Course Number and Title)

Note: need to create this report in Absorb

SEE EXAMPLE ON NEXT PAGE

<i>Objectives and Content Location</i>	<i>KC &amp; Test Questions</i>	<i>KC &amp; Test Answers</i>
<b>Lesson 1 - Introduction</b>		
1.1 (list objective and specify content location and references)	Q1.1. (list applicable question and identify if used in KC)	A. (Identify choices and correct answer)
Lesson 2 -		
2.1	Q2.1	
2.2	Q2.2	

## ERA 101DW, Readiness Assurance

Objectives & Content Location	Test Questions	Test Answers
<b>Lesson 1 -</b>		
1.1 Identify the performance goal for readiness assurance programs.	Q1.1 Which statement is part of the performance goal for Readiness Assurance?	<ul style="list-style-type: none"> <li>a) Protective actions are promptly implemented to minimize the consequences of emergencies.</li> <li><b>b) A framework and associated mechanisms to assure that emergency plans, procedures, and resources are adequate</b></li> <li>c) Prompt initial emergency notifications are accurately and efficiently made to workers.</li> <li>d) Effective interfaces are established and maintained to ensure that emergency response activities are integrated and coordinated.</li> </ul>
1.2 Recognize the framework for Readiness Assurance	Q1.2. The framework for readiness assurance includes which of the following?	<ul style="list-style-type: none"> <li>a) Documentation, interfaces and exercises</li> <li>b) Facilities, equipment, and people</li> <li><b>c) Evaluations, documentation and improvements</b></li> <li>d) DOE Headquarters, Field offices, and Contractors</li> </ul>
1.3 Recognize the Key Activities of an Emergency Management System.	Q1.3. Emergency _____ includes the acquisition and maintenance of resources, and the conduct of training, drills, and exercises	<ul style="list-style-type: none"> <li><b>a) Preparedness</b></li> <li>b) Planning</li> <li>c) Response</li> <li>d) Framework</li> </ul>

<b>Lesson 2 -</b>	<i>Test Questions</i>	<i>Test Answers</i>
2.1 Recognize what needs to be evaluated for readiness assurance	Q2.1. What needs to be evaluated to determine Readiness Assurance?	<ul style="list-style-type: none"> <li>a) Plans and procedures</li> <li>b) Preparedness activities</li> <li>c) Response performance</li> <li><b>d) All of the above</b></li> </ul>
2.2 Identify corrective action evaluation tools	Q2.2. Corrective actions are identified by the following evaluation tools; choose all that apply	<ul style="list-style-type: none"> <li><b>a) Limited Scope Performance Test (LSPT)</b></li> <li><b>b) Tabletop Exercises</b></li> <li>c) Lessons Learned</li> <li>d) Site Emergency Response Organizations</li> </ul>
2.3 Recognize the purpose of evaluation criteria	Q2.3. The purpose of evaluation criteria is found in which of the following?	<ul style="list-style-type: none"> <li>a) Provides a standard to judge performance and promotes consistency in evaluation results.</li> <li>b) Provides a common source of Exercise Objectives</li> <li>c) It is a common basis for evaluating findings, corrective actions, and lessons learned</li> <li><b>d) All of the above</b></li> </ul>
2.4 Identify the hierarchy of criteria for performance-based evaluations	Q2.4. What statement best describes the hierarchy of criteria for performance-based evaluations.	<ul style="list-style-type: none"> <li>a) Site Exercises, tabletop exercises, NNX, and LSPT</li> <li>b) Plans, procedures, preparedness activities, response performance</li> <li><b>c) Emergency management mission, performance goals, Performance-based criteria, and Program specific criteria</b></li> <li>d) Provides a common source for Exercise Objectives</li> </ul>
<b>Lesson 3 -</b>	<i>Test Questions</i>	<i>Test Answers</i>
3.1 Recognize the elements of an improvement program.	Q3.1 What are the two key elements of an improvement program?	<ul style="list-style-type: none"> <li><b>a) Corrective actions</b></li> <li><b>b) Lessons learned</b></li> <li>c) Management commitment</li> <li>d) Program evaluations</li> </ul>
3.2 Identify how an effective corrective action program supports continuous improvement and eliminates the cause of problems identified.	Q3.2 An organization should consider providing appropriate training in _____ for persons	<ul style="list-style-type: none"> <li>a) Program evaluations</li> <li><b>b) Cause Analysis</b></li> <li>c) Appraisals</li> <li>d) Evaluations</li> </ul>
3.3 Recognize the purpose of a lessons learned program	<p>Q3.3 True or False?</p> <p>The broad application of the “lessons learned” concept is important to the Department’s commitment to maintain effective Integrated Safety Management Systems (ISMS).</p>	<ul style="list-style-type: none"> <li><b>a) True</b></li> <li>b) False</li> </ul>

## ERA 101DW, Readiness Assurance

<i>Lesson 4 -</i>	<i>Test Questions</i>	<i>Test Answers</i>
4.1 Recognize the purpose of an Emergency Readiness Assurance Plan (ERAP)	Q4.1 What is the purpose of an Emergency Readiness Assurance Plan (ERAP)?	<ul style="list-style-type: none"> <li>A. Planning tools for Emergency Management Programs</li> <li>B. Source for Headquarters' annual report on state of emergency preparedness</li> <li>C. Documentation of significant</li> <li><b>D. All of the above</b></li> </ul>
4.2 Identify the schedule requirements for ERAP submittal	Q4.2 The schedule requirement for ERAP submittal is to the director of Emergency Operations annually by November 30?	<ul style="list-style-type: none"> <li><b>A. True</b></li> <li>B. False</li> </ul>
4.3 Identify the content requirements of an ERAP	Q4.3 Which of the following is appropriate content for an ERAP?	<ul style="list-style-type: none"> <li>A. EOC Equipment inventory information</li> <li><b>B. Resource requirements for the coming year</b></li> <li>C. Details about daily processes</li> <li>D. Environmental impact report summary</li> </ul>
4.4 Recognize the level of detail that is sufficient for an ERAP	Q4.4 An ERAP should include a "wish list" of Program improvements as well as details on daily processes of your Emergency Management Program.	<ul style="list-style-type: none"> <li>A. True</li> <li><b>B. False</b></li> </ul>