

**There are two primary requirements to receiving NH Roads Scholar hours when applicable to a course or session:**

- 1) Complete BOTH a pre-test **before** joining the Zoom meeting, as well as successfully answer four out of five post-test evaluation questions immediately following the session.
- 2) Arrive on time. **Partial credit will not be given.** Anyone arriving more than five minutes late to a virtual session may still be admitted to the session but will not be eligible for NH Roads Scholar hours. To avoid arriving late due to technical issues, we recommend logging on 5-10 minutes early, just in case your system requires any sort of reboot, update, or other technical support.

**Where do I get the link to the pre-test?**

A reminder email is sent to the email address on file for a student's profile 3 business days before the start of a class. If you did not receive this email, it's possible your manager or administrator's email address is on file and s/he received the reminder email.

To update the email address associated with your student profile, contact [T2.Center@unh.edu](mailto:T2.Center@unh.edu).

**Please be sure to complete the pre-test BEFORE JOINING THE MEETING.** Pre-tests must be completed prior to the start of the workshop or session. **Keep in mind that the pre-test is not a scored evaluation;** it's used to help us gauge how much information or knowledge is already known on the subject. We encourage you to take the pre-test from your current level of knowledge, without any additional effort to research or otherwise "look up" the questions. If you don't know the answers, that's ok and quite expected! We'll get into the answers during class.

Every attendee (that is seeking NH Roads Scholar hours) must complete a pre-test. If you are signing in as a group, please ensure every group member completes the pre-test prior. If you have any trouble accessing the test online, or require other assistance, contact [t2.center@unh.edu](mailto:t2.center@unh.edu) well in advance of the class.

**How long do I have after the session to complete the post-test evaluation?**

Post-test evaluations must be completely *immediately following the completion of the course*. Students will have 20 minutes from the time the session ends and the Zoom room closes to log in and complete their post-test evaluation. Evaluation links will be distributed in the meeting. It's important that all participants be alert and "tuned in" so they receive the post-test evaluation when the class ends. Post-tests will not be distributed after the Zoom room closes or at a later time. If for any reason you are having trouble accessing the link when it is shared in the Zoom room, please be sure to use the Chat function, or unmute yourself, to notify the facilitator so that access issues can be resolved **before the Zoom meeting room is closed**.

**We're signed in as a team. Do we each need to complete a pre- and post-test evaluation individually, or can we complete it as a team?**

Everyone must complete both the pre- and post-test evaluation individually

**What if I do not pass either test?**

The pre-test is not scored – it's used as a baseline for us to understand students' existing knowledge in the class topic area before class. The post-evaluation will be based upon the learning and information

shared during class. It is a scored evaluation, and in order to receive any applicable NH Roads Scholar hours, students must correctly answer four of the five post-test questions.

UNH T2 will score the post-test evaluation within 3 business days, and will notify anyone who did not successfully answer four of the five questions correctly. There will be an option to retake the evaluation once. UNH T2 staff can be available to assist with the post-test evaluation or retake. If you require accommodations or other assistance to support your classroom experience, and/or to take the pre or post-test evaluation, please let us know at your earliest opportunity. Some accommodations may require additional time to confirm.

Individuals who pass the post-test evaluation and meet the other participation and attendance requirements (including arriving on time) will be able to review their class records and proof of course completion in [Learnforlife.unh.edu](https://learnforlife.unh.edu).

### Why is the Pre- and Post-Test evaluation required?

The pre-test allows us to understand what level of prior knowledge or experience an individual possessed on the specific topic before receiving the training from UNH T2. The post-session evaluation provides important information on how we as a training provider and instructors did in developing, communicating, and sharing the information and meeting the learning objectives for the session. This information is helpful to us as professionals, to ensure we continue improving our program and methods for instruction, and is also required as part of our work plan funded through FHWA and NHDOT. The pre- and post-test evaluation also helps us to ensure consistency in the quality of our programs, to be sure that as we grow virtual opportunities and add new titles to our training calendar, we do so with high standards that show respect and value for your time and maintain the standard of excellence associated with the NH Roads Scholar program and achievements.

### Can I audit a class if I'd rather not complete the pre or post-test evaluation?

Sure! If you are interested in the class topic, but for any reason do not want to or have time to complete the pre- or post-test evaluation, or perhaps you arrive more than 5 minutes late and are not eligible for Roads Scholar credits, you can still attend the class. This is considered to be "auditing" the class. You will not be eligible for Roads Scholar hours, and also will not receive a certificate of completion, but the knowledge and information are still just as valuable!



For questions or assistance, contact [T2.Center@unh.edu](mailto:T2.Center@unh.edu)