

Department of Energy Training Institute (DTI)

DTI-SOP-006, Rev.2

DTI/HAMMER Instructor Guide

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APPROVALS

DTI/HAMMER Project Lead



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8/11/16
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08/12/2016
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Revision/Change Record

Note: Major Revisions will be in the first position (**Rev. 1**, Chg. 0). Minor revisions (changes) will be in the second position (Rev. 1, **Chg. 1**).

Rev., Chg.	Description and Purpose of Revision/Change	Point of Contact Print/Sign	Date
Rev. 0, Chg. 0	New document derived from NTC/HAMMER SOP-006.	T. Giltz	4/4/2016
Rev. 1, Chg.0	Introduce Revision Change Log into the SOP and the Template.	T. Giltz	5/6/2016
Rev. 2, Chg. 0	Retire and remove Form DTI-006-2, <i>Course Completion Certificate</i> ; create Form DTI-006-4, <i>DTI Student Feedback Form</i> ; revise name of <i>Student Roster/Sign-In Sheet</i> to <i>DTI Student Roster/Sign-In Sheet</i> (Form DTI-006-1); minor editorial changes		8/11/2016

Table of Contents

1.0	Purpose.....	4
2.0	Scope.....	4
3.0	Requirements.....	4
4.0	Responsibilities	4
5.0	Forms.....	5
6.0	Procedure	5
7.0	References.....	7

1.0 PURPOSE

The purpose of DTI-SOP-006, *DTI/HAMMER Instructor Guide*, as created by the Department of Energy Training Institute (DTI) and administered by HAMMER in accordance with the DTI Statement of Work, is to guide DTI/HAMMER Instructors in proper DTI course access, delivery, and documentation when teaching DTI courses at other DOE locations.

2.0 SCOPE

This procedure covers all DTI/HAMMER Instructors teaching DTI courses at any DOE location.

3.0 REQUIREMENTS

- 3.1 DTI/HAMMER Instructors teaching DTI courses at other DOE locations are qualified by completing the requirements of DTI-SOP-005, *DTI/HAMMER Instructor Qualification*.

4.0 RESPONSIBILITIES

4.1 DTI/HAMMER Project Lead

- 4.1.1 Authorizes course library access to DTI/HAMMER Instructors to facilitate course material access.
- 4.1.2 Ensures the current DTI course materials are on the HAMMER Course Materials Portal (<https://sites.ntc.doe.gov/partners/trac/HammerCMA/Shared%20Documents/Forms/AllItems.aspx>).
- 4.1.3 Ensures documentation sent to HAMMER@rl.gov is processed in accordance with site procedures.
- 4.1.4 Forwards completed *DTI Student Roster/Sign-In Sheet* (Form DTI-006-1) to NTC for processing.

4.2 DTI/HAMMER Instructor

- 4.2.1 Ensures DTI/HAMMER Instructor qualification is current.
- 4.2.2 Ensures the use of the most current and approved course materials by acquiring materials from the HAMMER Course Materials Portal only.

4.2.3 Serves as examination proctors for courses in which they are qualified to teach.

4.2.4 Maintains security of all examination materials.

5.0 FORMS

5.1 Form DTI-006-1, *DTI Student Roster/Sign-In Sheet*

5.2 Form DTI-006-3, *DTI/HAMMER Course Delivery Request Form*

5.3 Form DTI-006-4, *DTI Student Feedback Form*

6.0 PROCEDURE

6.1 DTI/HAMMER Instructor Work Flow

6.1.1 Course Session Registration

- a. Complete the *DTI/HAMMER Course Delivery Request Form* (Form DTI-006-3) prior to every session of course instruction. The *DTI/HAMMER Course Delivery Request Form* is located on the HAMMER Course Materials Portal (<https://sites.ntc.doe.gov/partners/trac/HammerCMA/Shared%20Documents/Forms/AllItems.aspx>).
- b. Submit the completed *DTI/HAMMER Course Delivery Request Form* via email to HAMMER@rl.gov for approval.
- c. Students will enroll at the time of the course session by completing the course roster.

6.1.2 HAMMER Course Materials Portal

- a. Acquire access to the HAMMER Course Materials Portal by submitting a request to the DTI/HAMMER Project Lead. Access to the HAMMER Course Materials Portal requires an eAccess account (<https://eaccess.ntc.doe.gov/>).
- b. The HAMMER Course Materials Portal houses the most current course revisions, the *DTI/HAMMER Course Delivery Request Form*, and other important forms. Course materials can be obtained by going to the HAMMER Course Materials Portal (<https://sites.ntc.doe.gov/partners/trac/HammerCMA/SitePages/Home.aspx>).
- c. DTI/HAMMER Instructors will only have access to the course materials for which they are qualified to instruct.

- d. Ensure the most current course revision is used by acquiring instructional materials from the course library on the HAMMER Course Materials Portal for each course delivery session.

6.1.3 **Class Roster Management**

- a. Document student attendance by having students complete all sections of the *DTI Student Roster/Sign-In Sheet* located on the HAMMER Course Materials Portal.
- b. The DTI/HAMMER Instructor ensures that all the blanks are filled in by the student, or the student may not receive credit for the course. This is important because it is difficult to go back to the student to obtain missing information.
- c. Send completed class rosters to HAMMER@rl.gov.

6.1.4 **Student Feedback**

- a. Document student feedback by having students complete all sections of the *DTI Student Feedback Form* (Form DTI-006-4) located on the HAMMER Course Materials Portal.
- b. Send completed *DTI Student Feedback Form* to HAMMER@rl.gov.

6.1.5 **Course Completion Certificates**

- a. *Course Completion Certificates* are available on the HAMMER Course Materials Portal Shared Documents Library (<https://sites.ntc.doe.gov/partners/trac/HammerCMA/Shared%20Documents/Forms/AllItems.aspx>).
 1. To create certificates, open the PowerPoint file, change the student name, course number and title, the instructor's name, and the date.
 2. Duplicate the slide and change the student name. Repeat as necessary until there is a certificate for each student.
 3. Print the PowerPoint file, sign as the instructor, and distribute the certificates. Electronic facsimiles of DTI/HAMMER Instructor signatures are allowed.

6.2 Examination Security

- 6.2.1 Security practices for examinations apply to blank as well as completed written examination materials and computer-based examinations. Requirements for maintaining examination security are outlined below.
- a. DTI/HAMMER Instructors must control examination material in a locked repository when not directly in use. Do not leave examination materials unattended or give them to personnel who are not familiar with examination security policies.
 - b. If evidence exists that an examination or specific exam items have been compromised, the DTI/HAMMER Instructor will remove the affected exam items and contact the DTI/HAMMER Manager for further direction.
 - c. When appropriate, shred all materials used in generating, administering, and taking examinations.
- 6.2.2 The responsibilities for administering written examinations are outlined below:
- a. When more than one version of an examination exists, use multiple versions, as appropriate.
 - b. Verify that no unauthorized materials are available to the students during the examination. Ensure desks are clear of all cell phones, tablets, cameras, and other electronic devices during testing.
- 6.2.3 Return the completed student exam materials to HAMMER for records retention via email to HAMMER@rl.gov.

7.0 REFERENCES

1. Department of Energy National Training Center. *DTI/HAMMER Course Delivery Request Form*, as amended. Albuquerque, New Mexico. 2015.