



**DELIVERY OF INSTRUCTION -
CONDUCT OF LECTURE, QUIZZES
AND EXAMS IN THE NEW
NORMAL**

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BERKLEY, CALIFORNIA

1.0 OBJECTIVE

To create and preserve a documented system in the delivery of instruction – conduct of lecture, quizzes/exams in the new normal.

2.0 SCOPE

This procedure applies to all faculty teaching under new normal – online method or self-learning module.

3.0 REFERENCES

Approved PRMSU Strategic Framework for Flexible Teaching and Learning
Approved Course Syllabi

4.0 DEFINITION OF TERMS

Delivery of Instruction – refers to the interaction among the student, the teacher, the content, and the knowledge/skills/dispositions students will need for learning and collaborating with others in a diverse society and rapidly changing world.

Edmodo App – it allows the academic community to learn together from anywhere with all-in-one LMS.

Examination - is a test to show the knowledge and ability of a student.

Faculty - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

Google Classroom App – a free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.

Lecture Method - is the most commonly used **method** of teaching. It is a teacher- controlled & information centered approach in which the teacher works as a sole-resource in classroom instruction.

Lesson - an amount of teaching given at one time; a period of learning or teaching.

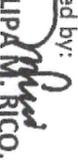
Quizzes - a test of knowledge, especially a brief, informal test given to students.

Zoom App - is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars.

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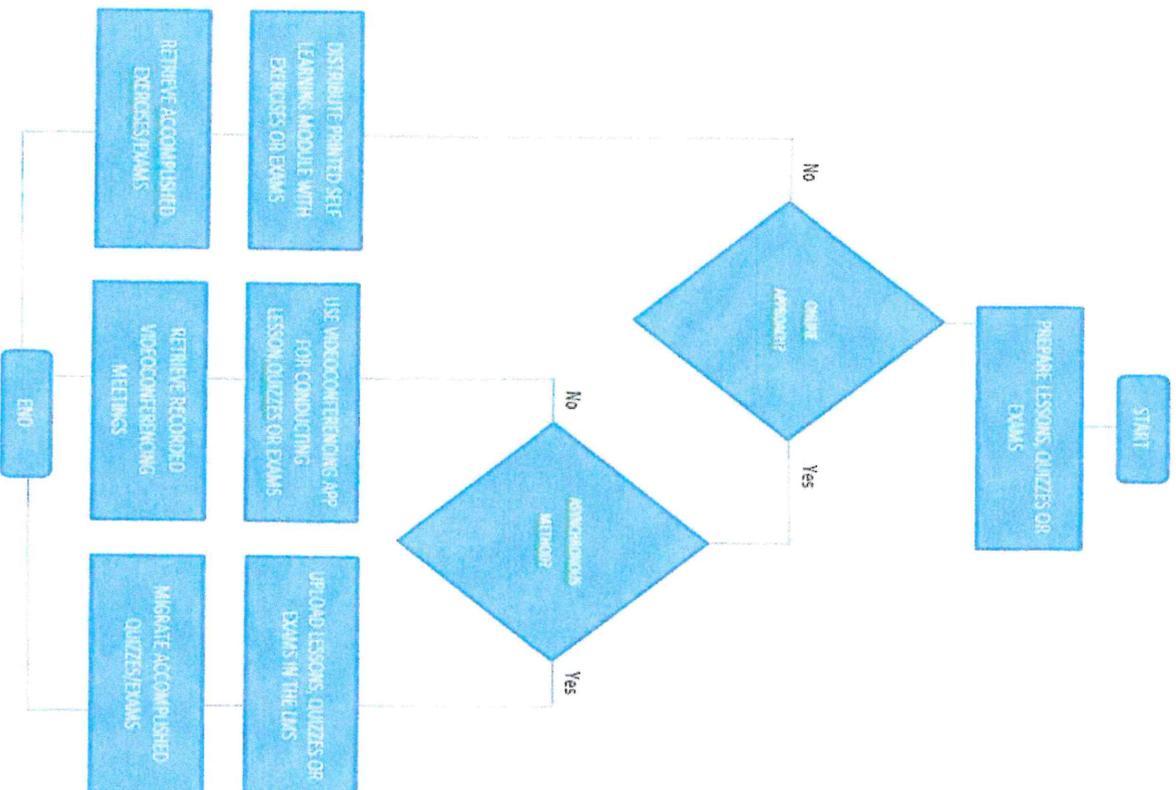
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5.0 PROCEDURES

PROCESS FLOW

CONTROL COPY
RESPONSIBLE
DETAILS



Faculty Prepare lessons, quizzes or exams.

Is Online Approach will be used? If Yes, then what method will be applied? Else, if not Online Approach, then process the distribution of Self Learning Module, Quizzes/Exams then retrieve the accomplished exercises or exams for checking and recording. (Note : For the detailed processes of distribution and retrieval of Self Learning Module (SLM), please refer to the Documented Information Procedure (DIP) of the Distribution and Retrieval of SLM in the New Normal). While, for what Method will be applied? Is it Asynchronous? If Yes, then Upload Lessons, Quizzes or Exams to the Learning Management System using Edmodo or Google Classroom then migrate the accomplished quizzes/exams to MS Excel for storing and recording purposes. While if not Asynchronous Method, use the videoconferencing app like zoom application for conducting real time lecture, quizzes or exams, then record videoconferencing meetings for retrieval once needed.

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