

SUBSTITUTE TEACHER COURSE PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Chapter 61 HARs ensure the legal applicability of which statute?**
 - A. Section 504, Subpart D
 - B. IDEA
 - C. ADA
 - D. FERPA
- 2. Which statement best describes Input?**
 - A. The design of the homework routine
 - B. How information will be conveyed
 - C. How to grade students
 - D. The seating chart
- 3. What does the 'W' in K-W-H-L stand for?**
 - A. What do I know?
 - B. What do I want to know?
 - C. How will I go about learning?
 - D. What have I learned?
- 4. Which two roles complete the Substitute Teacher Report form?**
 - A. Substitute and Regular Teacher
 - B. Principal and Substitute
 - C. Teacher and Counselor
 - D. Student and Parent
- 5. What learning approach involves students working together to maximize their learning?**
 - A. Cooperative Learning
 - B. Direct Instruction
 - C. Lecture
 - D. Independent Practice
- 6. Which section do you fill out in the Substitute Teacher Report form?**
 - A. Section 1, Summary of Accomplishments
 - B. Section 2, Attendance
 - C. Section 3, Student Behavior
 - D. Section 4, Lesson Plan

- 7. Which term describes an assessment tool that communicates expectations of quality in students' work?**
- A. Rubric
 - B. Checklist
 - C. Exam
 - D. Portfolio
- 8. Under the relevant policy, one exception to the prohibition on corporal punishment is that reasonable force may be used to restrain a student from hurting himself/herself or others.**
- A. True
 - B. False
 - C. Only in emergencies
 - D. Never
- 9. Which level uses two-dimensional drawings like pictures or lines?**
- A. Concrete
 - B. Semi-Concrete
 - C. Abstract
 - D. Mastery
- 10. Computers and related technologies are becoming basic tools for learning. Which term completes this statement?**
- A. Computers
 - B. Chalk
 - C. Whiteboards
 - D. Textbooks

Answers

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1. A
2. B
3. B
4. A
5. A
6. A
7. A
8. A
9. B
10. A

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Explanations

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1. Chapter 61 HARs ensure the legal applicability of which statute?

A. Section 504, Subpart D

B. IDEA

C. ADA

D. FERPA

Chapter 61 HARs are built around applying a federal protection that ensures fair access and accommodations for students with disabilities in public education. This statute is Section 504 of the Rehabilitation Act, Subpart D. It prohibits discrimination on the basis of disability in programs receiving federal funds, including schools, and outlines who is protected and what accommodations and procedural safeguards must be in place. The HARs thus establish how schools implement and comply with 504 protections, making sure students with disabilities receive appropriate support even if they don't meet IDEA's criteria for special education services. The other statutes—IDEA focuses on special education services and IEPs, the ADA covers broader accessibility requirements, and FERPA governs privacy of student records—do not define the same school-wide framework for nondiscrimination and accommodations that HARs tie to Section 504.

2. Which statement best describes Input?

A. The design of the homework routine

B. How information will be conveyed

C. How to grade students

D. The seating chart

Input is about how information is presented to learners during instruction. It covers the methods and formats you use to convey new content—whether you speak, write, show demonstrations, use visuals, or incorporate digital media—and how you pace and scaffold that delivery so students can grasp the material. The statement describing how information will be conveyed matches this concept. The other ideas involve classroom management (such as homework routines or seating) or assessment (grading), which are separate parts of teaching.

3. What does the 'W' in K-W-H-L stand for?

A. What do I know?

B. What do I want to know?

C. How will I go about learning?

D. What have I learned?

The W in K-W-H-L is about the questions you want to answer. It asks you to articulate what you want to know before you dive in, which gives your reading or learning a clear purpose. When you state your questions, you're turning curiosity into concrete goals, so you can focus your attention on finding those specific answers. This viewpoint also helps you activate what you already think or know and keeps you from wandering aimlessly, because you're driven by those identified questions. As you work through the material, you can check whether those questions get answered and gauge what you still need to explore. The other parts of the framework correspond to your existing knowledge, how you plan to approach learning, and what you ultimately learn, but the essential idea behind the W is defining your learning questions upfront.

4. Which two roles complete the Substitute Teacher Report form?

A. Substitute and Regular Teacher

B. Principal and Substitute

C. Teacher and Counselor

D. Student and Parent

The form is meant to be filled out by two people who are directly connected to the classroom: the substitute teacher who is covering the day and the regular teacher who normally teaches the class. The substitute records what happened during the absence, while the regular teacher provides context from their ongoing knowledge of the class and confirms or adds details. This pairing helps ensure the report is accurate and useful for planning when the student returns to a familiar routine. Other roles like a principal, counselor, student, or parent aren't the typical pair for completing this classroom-focused document, since it's designed to capture day-to-day observations from those most involved in the teaching and class management.

5. What learning approach involves students working together to maximize their learning?

A. Cooperative Learning

B. Direct Instruction

C. Lecture

D. Independent Practice

Cooperative learning is a learning approach that centers on students working together toward shared goals, with each member contributing to the group's success. It emphasizes positive interdependence, individual accountability, and meaningful face-to-face interaction. When students explain ideas to one another, challenge each other's thinking, and support one another through the task, understanding deepens and retention improves. This collaborative process leverages diverse perspectives and peer feedback to maximize learning. Direct instruction focuses on teacher-led delivery of content with limited student collaboration. A lecture is typically a one-way transfer of information, with students listening rather than actively creating or applying knowledge. Independent practice involves solo work with little to no collaboration. In contrast, cooperative learning specifically uses group work to boost understanding and engagement, making it the best fit for a question about maximizing learning through collaboration.

6. Which section do you fill out in the Substitute Teacher Report form?

A. Section 1, Summary of Accomplishments

B. Section 2, Attendance

C. Section 3, Student Behavior

D. Section 4, Lesson Plan

The section you fill out to communicate what you achieved that day is the Summary of Accomplishments. This part is meant to capture what tasks were completed, objectives met, activities carried out, and any notable outcomes or progress with students. It provides supervisors with a clear picture of what happened in class and what was accomplished during your substitute day. Attendance is typically recorded separately to show who was present, and behavior notes belong in their own area if needed. The Lesson Plan section is for describing the plan you brought or used, not for summarizing what actually happened. So, to convey the day's results and progress, the Summary of Accomplishments is the most appropriate choice.

7. Which term describes an assessment tool that communicates expectations of quality in students' work?

- A. Rubric**
- B. Checklist
- C. Exam
- D. Portfolio

This question tests understanding of what communicates expectations of quality in students' work. A rubric is a scoring guide that lays out the criteria for quality and describes different performance levels, so students know exactly what good work looks like and how it will be evaluated. It makes standards explicit and provides a clear framework for both feedback and grading, which helps students aim for specific targets and teachers grade consistently. A checklist, while useful for ensuring required components are present, focuses on completing tasks rather than defining how well those tasks meet quality standards. An exam assesses knowledge or skills in a test format, but it doesn't outline what constitutes quality work in a broader project. A portfolio shows a collection of work over time to demonstrate growth and learning, but it doesn't inherently specify the exact quality criteria used to judge each piece, though it can be paired with a rubric. So the term that best fits the description is rubric.

8. Under the relevant policy, one exception to the prohibition on corporal punishment is that reasonable force may be used to restrain a student from hurting himself/herself or others.

- A. True**
- B. False
- C. Only in emergencies
- D. Never

When policies prohibit corporal punishment, there is a safety-based exception: reasonable force may be used to restrain a student from harming themselves or others. This isn't punishment; it's a protective action aimed at preventing imminent harm. The force should be proportionate to the risk, used only as long as needed to stop the danger, and chosen with the goal of keeping everyone safe. As soon as the risk subsides, the intervention should be ended, and guidance calls for de-escalation when possible, then proper documentation and reporting per policy. Because of these safeguards and the focus on safety rather than punishment, the statement is true. It isn't limited to emergencies in a narrow sense, and it isn't an absolute ban or an unconditional allowance, which is why the other options don't fit as well.

9. Which level uses two-dimensional drawings like pictures or lines?

- A. Concrete
- B. Semi-Concrete**
- C. Abstract
- D. Mastery

Two-dimensional drawings like pictures or lines belong to the semi-concrete level, which sits between using real objects and using pure numbers or symbols. This pictorial stage lets learners represent quantities with visuals—pictures or diagrams—so they can see and reason about a problem before moving to abstract symbols. It helps build a bridge from concrete manipulation to abstract thinking by letting learners visualize the concept without needing physical items. Using real objects would be the concrete level, and using only digits or symbols would be the abstract level, while Mastery isn't a standard stage in this representation progression.

10. Computers and related technologies are becoming basic tools for learning. Which term completes this statement?

A. Computers

B. Chalk

C. Whiteboards

D. Textbooks

Digital tools are increasingly the foundation of learning, with devices and software enabling access to information, collaboration, and interactive activities. The term that fits best is computers because the statement explicitly references "related technologies" built around them—laptops, tablets, and software that support digital learning. Chalk, whiteboards, and textbooks are traditional or non-digital tools and don't align with the idea of modern, tech-based learning embedded in today's classrooms. So, choosing computers keeps the focus on the growing role of electronic devices and digital resources in education.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://substituteteachercourse.examzify.com>

We wish you the very best on your exam journey. You've got this!

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