There are many ways to facilitate questions that individuals may have during the training process. Depending on the amount of time allotted and the size of the group, you may want to have a system for responding to questions prepared in advance.

- Let the questions be asked up front: Have small groups of participants (5–6) list their top 3–5 questions. Collect the questions and post them on chart paper. At the end of the session, review the questions. Which ones were answered during the session? Which ones still need to be answered?

- Use a “parking lot”: Write questions that are not specifically on topic (but are still important) in a parking lot and review the parking lot before the end of the session.

- Sticky notes: Have participants write down questions on sticky notes and collect them at break times. At key times (following a break) during the session, review any new questions and answer them.

- Allow ongoing questions: In small group settings, it may be possible to answer all questions as they come up. However, there will still usually be some questions that are teacher-specific and/or student-specific. Try to make time during breaks or at the end of the session to answer these types of questions.

There may be times when there are questions that you do not have answers to. It is important not to give out incorrect information. Let the group know that you do not have the answer right now but will get the answer and send it to them as soon as possible.

Contact your Alternate Assessment Coordinators to get the answers needed.

PLEASE DO NOT ANSWER ANY POLICY-RELATED QUESTIONS.