

RESTRICTED



FEDERAL ROAD SAFETY CORPS
TRAINING DEPARTMENT
NATIONAL HEADQUARTERS ABUJA

FRSC/HQ/TRG/299/VOL.XV/32

28 June, 2021

See Distribution:

ADMINISTRATIVE INSTRUCTIONS FOR SECOND QUARTER 2021 TEST OF UNDERSTANDING ON IN-HOUSE LECTURES

The above subject refers.

2. Following Management's approval that Test of Understanding be conducted for Staff from the rank of Chief Route Commander (CRC) and below, Second Quarter, 2021 Test will be held simultaneously on Wednesday, 30 June, 2021 Corps wide.
3. Consequent upon the above, the following administrative instruction for the conduct of the exercise subsists:
 - a. The Test shall be administered Cadre by Cadre, that is RMAs Cadre, Marshal Inspectorate Cadre and Officers' Cadre respectively.
 - b. The questions shall be sent to personal e-mail addresses of HODs, Corps Officers, Commanding Officers as well as the Zonal Training officers.
 - c. HODs, Corps Officers and Commanding Officers are to remind their Staff to study before the test.
 - d. It is hoped that Training Officers of various formations have been documenting the attendance of their Staff on the e Certificate portal as appropriate and sending hard copies of their report to CPIO for quarterly assessment purposes.
 - e. Commanding Officers are to sanction any Command under their jurisdiction that fail to participate in TOU the report same on the e-Certificate template.
 - f. ZCOs and SCs are to monitor Commands under their purview and ensure that they get the questions on time, in case some do not get the questions through RSHQ, TRG. e-mail.
 - g. Officers above the rank of ACC in the Command are encouraged to conduct participants' observation in component Commands under them using the attached template to maintain integrity of the process.
 - h. Marking schemes/Model answers shall be sent to the same e-mail through which questions were sent while all other rules prescribed in the SOP should be followed in marking the scripts.

RESTRICTED

RESTRICTED

- i. The returning Officers for the exercise in the respective Zonal Commands are the ZCOs, this duty can be delegated to ZHOOPS.
 - j. All Staff in Plants, DLCs, Zebra and Roadside Clinics must partake in the Test of Understanding, as it is compulsory for all Staff within the rank bracket mentioned above to participate.
 - k. The e-Certificate template shall automatically compute the scores once inputted into the portal by the Training Officer but the entry must be done before the portal closes on Monday 14th July, 2021.
 - l. Participating staff in the TOU are encouraged to access the e-Certificate portal and print their certificate quarterly.
 - m. **Note:** The attendance of people participating in the In-House lectures during the quarter will form 10% of the total mark, while the test will be 90%.
5. Commanding Officers are enjoined to give this memo the widest circulation and ensure strict compliance to the instructions therein to give the exercise the credibility it deserves.
6. Treat as imperative and acknowledge receipt, please.

A. A. S. A.

Shehu A. Zaki, *fsi*
Deputy Corps Marshal
Training

Distribution:

External Action:

ZCOs

Commandant FCSC

Commandant Academy

Sector Commanders

Commandant Marshal Inspectorate College

Commandant TRG Sch.

Unit Commanders

Internal Action:

HODs

Corps Officers

PSO

PAU

CPIO

Internal Information:

File.

RESTRICTED