

Section Moderator Policy

IMSA certification is recognized and endorsed internationally in many standards, codes, and laws. Being certified by IMSA verifies an individual's knowledge within a profession without bias of any kind. Certification may assist protecting an agency and technicians from liability. Through examinations the certified individual has proven they have reached a higher level of knowledge in their profession. Because of this, the Southwestern section has adopted the following Policy for Moderators to ensure our students get the highest level of knowledge and to ensure the Moderators live up to this high standard. All of our Moderators are encouraged to go above and beyond the standards set forth and are expected to use this policy as a starting point and exceed all standards set by this policy. Moderators are the cornerstone of our program and the best Moderator will be chosen when selecting Moderators for each course. All Moderators shall possess credentials from the International Office, but this alone does not guarantee a slot to Moderate. Moderating within the Southwestern section is a privilege and can be revoked for violating any part of this Policy. Revocations of Moderating privileges shall be handled by the Certification Committee. All Moderators must agree to the following:

1. The SW Section certification chair and/or Executive Assistant are the only individuals authorized to coordinate with agencies for providing satellite certification programs for the Southwestern Section. Any request for a satellite program **SHALL** be referred and routed through the Southwestern section office for processing.
2. Agrees to abide by the Travel Policy of the Southwestern Section.
3. Notify the Southwestern Section office as soon as possible in the event of an emergency that prevents the Moderator from meeting the obligation of presenting a scheduled class. This allows time for an appropriate substitute to be contacted and other arrangements to be made.
4. Participate in training by attending the next available Moderator 101 class.
5. Follow proper procedure as outlined in the Educational Methodology and IMSA Certification Policy and Procedure manuals.
6. Dress appropriately while representing the Southwestern section as a Moderator.
7. Have a friendly and courteous demeanor while representing the Southwestern section.
8. Be able to communicate and convey ideas clearly and confidently.
9. Protect the confidentiality of the class roster, certification applications, exam booklets, student ID numbers, and any other paperwork entrusted with.
10. Discuss any concerns with the Certification chair or committee regarding problems in a class, such as excessive failures or numerous low moderator evaluations by students.
11. Be prepared for the class and preview the material prior to the start of class.
12. Arrive to class early enough to ensure all equipment is in working order and to ensure the paperwork and classroom is organized and ready for students.
13. Demonstrate a good attitude towards the course and students while presenting, be friendly and helpful.

14. Add to the program, don't just turn on the audio/visual and walk away. Keep up in the manual as the program progresses, pausing to interject or to elaborate on the subject matter being covered.
15. Know how much time you need to cover the subject matter. Don't just use longer breaks, longer lunches, or going home early to fill voids in the subject matter provided.
16. Be professional at all times, Avoid inappropriate language or humor.
17. Moderator agrees not to endorse or criticize traffic products or services, but remain neutral regarding suitability of various brands and vendors.
18. During an IMSA class program presentation or examination, activities in support of other entities/agencies outside of IMSA are not permitted.
19. The Southwestern section does not endorse, authorize, or condone any Moderator evaluating the performance of a student to any entity, for any purpose.
20. The pass/fail result of the exam is the sole factor in evaluating a student's performance.
21. Help the IMSA and Southwestern section by noting any errors in the program content, noting the page and paragraph, and giving this information to the section chairperson for routing to the international office.
22. Help the Section develop consistent guides to help fill the voids left by the program content and existing Moderator guides that may not cover the complete number of hours allotted to a course.
23. Carefully review and submit all course paperwork properly completed to the Southwestern section office promptly at the conclusion of the class/exam session.
24. Avoid criticizing any category of persons, such as "engineers", and avoid negatively discussing specific traffic operations, such as the "signal operating at 4th and main". Be generic on discussion to avoid offending anyone in the class.

Moderating IMSA programs is a function exclusive of any and all other personal/professional activities, and class time will be solely used for the purpose of presenting the program. Engaging in work activity during breaks or while automated A/V presentations are underway is highly discouraged. (If you took off work to moderate, please explain to your employer that you cannot accept calls during a class, except for emergencies). The importance of keeping pace with the AV program as it progresses can't be overstated. Distractions cause you to lose focus as a moderator. Specific areas of presentations should be paused, so expanded concepts can be discussed, and important areas stressed or highlighted. If you are out of the room on a phone call, or emailing with your personal device, it takes away from the value you can add to the class. These programs are not supposed to be plug and play, and walk away. Approach the class as if you are also a student. Try to see the material with new eyes. The students have paid to attend a professionally presented program and need to be given the respect they deserve by the program being presented properly with a moderator focused on the class presentation.