EVALUATION PROCESS CHECKLIST

What am I going to evaluate?
________________________________________________________________________
________________________________________________________________________

What is the purpose of the evaluation?
________________________________________________________________________
________________________________________________________________________

What do I need to know and how will I measure this?
________________________________________________________________________
________________________________________________________________________

Who else will use the evaluation and how will they use it?

<table>
<thead>
<tr>
<th>Who needs to know</th>
<th>What do they need to know</th>
<th>When do they need to know</th>
<th>How do they intend to use the results</th>
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When will the evaluation be completed?
________________________________________________________________________
________________________________________________________________________

What resources will be required?
________________________________________________________________________
________________________________________________________________________
What data collection method will I use?

**Quantitative**
- Questionnaire (online or paper based)

**Qualitative**
- Interview
- Questionnaire (open ended questions)
- Focus Group
- Observation
- Video
- Learning Journal
- Student Testimonial either verbal personal comment or written

When will I collect the data?

- Beginning of Unit of Study
- During Unit of Study
- Completion of Unit of Study
- Longitudinal Study – on going

Who will collect and analyse the data?

________________________________________________________________________
________________________________________________________________________

How will I use the results?

________________________________________________________________________
________________________________________________________________________