

Analysis Guide for Evaluation Data

For the analysis of all FIRE questionnaires visit go.wvu.de/fire → Evaluation
Excel analysis-tools and result sheets are available in which you can perform the following steps.

1. Number the completed questionnaires according to the following scheme: Q1, Q2, Q3, ...
2. Score the answers. If there is no answer ("Unanswerable" or question omitted) an "X" is assigned:

Answer	Score
Strongly disagree	1
Disagree	2
Rather disagree	3
Neutral	4
Rather agree	5
Agree	6
Strongly agree	7
Unanswerable	X
<i>Question omitted</i>	X
Yes	1
No	0

3. Remove questionnaires with three or more omitted mandatory questions or mandatory questions marked as "Unanswerable". (For shorter additional modules, remove questionnaires with two or more omitted/unanswered questions.):

Questionnaire	Mandatory questions	Sort out questionnaire if...
FIRE	1 – 21	...three or more mandatory questions are not answered ("X")
FIRE-B	1 – 29	
FIRE-CU	1 – 21	
FIRE-P	1 – 12	
FIRE-ST	1 – 21	
Additional modules		
FIRE-DO	1 – 7	...two or more mandatory questions are not answered ("X")
FIRE-G	1 – 3	
FIRE-EV	1 – 4	
FIRE-PL	1 – 4	
FIRE-E	1 – 4	
FIRE-CPX	1 – 4	

4. Transfer the scores of the remaining questionnaires to the corresponding Excel evaluation tool. This automatically analyzes the evaluation data.
5. Use the corresponding result sheet to document the results in a comprehensible way.
6. Digitize the open comments by typing them. This serves to make them anonymous, as distinctive handwriting can no longer be assigned in this way. Attach the digitized open comments to the result sheet.