

Checklist – Collecting Evaluation Data

Preparation:	<input checked="" type="checkbox"/>
Choose a suitable questionnaire from the FIRE Toolbox.	<input type="checkbox"/>
Read through the questionnaire in order to be able to respond more quickly to any questions.	<input type="checkbox"/>
Print out the questionnaires in sufficient quantity and staple if there are several pages per person.	<input type="checkbox"/>
Prepare writing tools.	<input type="checkbox"/>
Provide writing surfaces (tables/clampboards).	<input type="checkbox"/>
Include the evaluation in the course schedule: <ul style="list-style-type: none"> - At the end of the course but prior to any examination - In case of exam evaluation (FIRE-P): After the examination but before feedback of the results 	<input type="checkbox"/>
Schedule enough time: <ul style="list-style-type: none"> - 5 - 10 minutes for explanations and questions - approx. 10 seconds per item - 5 minutes for the open question - Buffer 	<input type="checkbox"/>
Ensure a quiet environment	<input type="checkbox"/>
Data Collection:	
Inform about the purpose of the evaluation and underline the positive influence of the feedback: <ul style="list-style-type: none"> - What will the data be used for? - Who benefits from the evaluation (following courses, trainers,...)? 	<input type="checkbox"/>
Hand out the questionnaires.	<input type="checkbox"/>
Read out the instructions of the questionnaire.	<input type="checkbox"/>
Clarify any questions.	<input type="checkbox"/>
Allow enough time to complete the questionnaire.	<input type="checkbox"/>
Collect completed questionnaires.	<input type="checkbox"/>
You may ask for verbal feedback and document it. Accept critical-constructive feedback without justifying yourself.	<input type="checkbox"/>
Afterwards:	
Schedule the evaluation of the questionnaire as soon as possible.	<input type="checkbox"/>