

Language School Self-Evaluation

Report from the survey made on

School year:

Total number of responses ...

I am: (choose 1 answer)		
Teacher / instructor	...	Facilitator / administrative staff
Management staff	...	
Number of courses in the school year: (choose 1 answer)		
1-5	...	6-10
11 and more	...	
The school is using: (choose 1 answer)		
Online learning platform	...	Webpage with advanced functionalities
Both	...	None of those
This is how I assess my <u>previous experience</u> with transferring F2F course to distance learning: (mark your answer, where 1 means 'very bad, and 5 means 'very good):		
1	...	2
3	...	4
5		
This is how I assess transferring <u>process this year</u>: (put a cross where appropriate, 1 the worst, 5 the best):		
1	...	2
3	...	4
5		
Teachers: (choose all appropriate)		
Were trained to use the chosen platform before distance learning started		...
Were trained to run online classes (methods, tools, etc)		...
Uploaded all materials and information regularly (after each classes)		...
Reported on student's achievements to facilitators or school management		...
Students: (choose all appropriate)		
Were informed on the possibility of transferring face to face course into distance learning in the beginning of the course		...
Had the presentation of learning platform before distance classes started		...
Were introduced to the rules of distance classes		...
Facilitators: (choose all appropriate)		
Had been trained to solve student's and teachers technical problems with the platform		...
Had time to support students and teachers with technical problems with the use of the platform		...
Sent up-to-date information on course organization to students and teachers		...
Informed students in advance on change of course delivery mode		...
Performed regularly quality surveys (formal/nonformal)		...
Had a contingency plan if courses have to be run online at once		...
Management: (choose all appropriate)		
Chose the online platform in advance		...
Prepared the online environment in advance (users, webpage, etc.)		...
Included regulations and user accounts in the contracts with course participants		...
Was in permanent contact with teaching and administrative staff (online meetings, messenger group, etc)		...
Was informed on current problems encountered by course participants		...

Introduced appropriate measures in response to the feedback collected via the quality surveys ...
Performed ongoing desk research on delivery of online courses and benchmarking analysis

The online platform we are using allows to:

Send messages to students ...
Upload worksheets ...
Upload links / video and audio materials ...
Write short information on each classes (subject, reference material) ...
Run online classes ...
Run assessment activities (pols/ quizzes etc) ...

The infrastructure:

Made it possible to use school infrastructure with some restrictions ...
School allowed to hire pieces of IT equipment to students (headset, laptop, etc) ...
School distributes free accounts to some paid online tools ...

Assess, according to your opinion, all process stages of transferring f2f courses into distance:

(write the number under each stage , 1 means 'very bad', and 5 means 'very good'):

initiation	...	monitoring and controlling	...
planning	...	closeout	...
execution			

How would you describe the biggest challenge that you faced during that process? *(write short answer):*



CC BY-SA 4.0 Attribution-ShareAlike 4.0 International
For full text of the licence go to <https://creativecommons.org/>