

Assessment Set

Get ready to evaluate your language courses with the Assessment Set provided by F2F2D project!

The aim of the Assessment Set

The Assessment Set was designed to help teachers, trainers and facilitators to assure continuous feedback of the educational process in order to be able to offer a learning environment capable of increasing the learning effectiveness of the new mode of learning, as well as the efficient organization of the institutional resources.

Elements of the Set

The Assessment Set includes:

1. 5 ready to use questionnaires (Q=questionnaire), (pdf files):

a. Q1 – Students' Needs and Expectations (students)

The aim of the questionnaire is to make a preliminary and general diagnosis of students' needs and expectations on the language course. The diagnosis should be deepened by the trainers via their teaching practice, during the first classes.

b. Q2 – Semester evaluation (mid-term)

The aim of the questionnaire is to collect feedback from course participants while the course is still running. That is the reason why it provides the school administration with detailed information on each element of the course. On the basis of detailed information the school administration make undertake immediate corrective measures as far as the location, trainers, didactic materials, online tools, etc.

c. Q3 – Course/Semester evaluation (final)

The aim of the questionnaire is to collect feedback from course participants at the end of the course, no matter if it lasts two semesters, one semester or few weeks. The form was meant to work as the final, general evaluation. It is not providing us with detailed information on each element of the course.

The Q2 and Q3 might be used alternately, they might be merged if needed.

d. Q4 – Language School Self-evaluation (institution)

The aim of this questionnaire is to collect feedback from the administration and didactic staff on the learning process from the perspective of individuals involved in its delivery and organization.

e. Q5 – Self-evaluation Template (student)

The aim of the self-evaluation for students is to make students responsible for their learning process. Students get the form with different levels of language competences and they monitor their progress within given framework. It is recommended to distribute the forms to students each time they are asked to fill Q1, Q2, Q3.

All the questionnaires may be adopted by each institution/trainer to their particular needs. Each user may add, delete or rephrase any question or answer.

2. Questions bank (excel file)

The question resource bank is meant to help teachers, trainers and facilitators to design the questionnaires which will fit their individual needs. All questions are grouped in sections, which allow the user to facilitate

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their search but also to organize the question form in the systematic way. Columns represent the purpose of the survey, while rows collect all possible questions that may be used. The Question bank has been developed as the consequence of the material gathered by the partnership while working on O4-A2 – analysis of good practices.

3. Coding matrix (excel file)

Since provided questionnaires are delivered by the consortium in pdf file, they are meant to be used printed. Once the language staff distributes the forms to respondents, it needs to collect them after filling, code them and count the answers to get the results. As far as questionnaires are online, all that work is performed by the system, in this case the school/teacher needs to do it on their own manually. It basically means that after collecting filled forms, teacher or facilitator gives the number to each form and puts answers to the provided Coding matrix. The excel file consists of 4 sheets, each designed to fit the separate Survey (Q1, Q2, Q3, Q4).

The columns in the matrix represent the questions with all possible answers. Each row is filled with answers given by the individual respondent. For instance, if the questionnaire got nr 5 during the coding process, all the answers from it would be placed in the fifth row (row with the number 5). Note that right answers (crossed ones) are always 1 and empty answers are always 0. The instruction of coding is placed below the table. When all the answers are put to the table, the results will appear in the final section (row total). In this way one will see the number of positive answers to each question provided in the questionnaire.

4. 4 Report Templates (Q1, Q2, Q3, Q4) (doc files)

Report from each survey is crucial for the management of the school. The results are starting point for decision making process and that is why they need to be presented to the leader in a simple and concise way. Therefore the reporting templates are short documents including only the necessary data.

Possible use of elaborated tools

Although elaborated tools are delivered in the printable form, they can be easily transformed into the online format. Once the questions are provided the facilitator may use one of many available online survey tools (google forms, survey monkey, etc) and paste the questions there.



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