

Sample: Nano Learning Evaluation Form for Electronic Distribution

The objectives of evaluation are to assess participant and instructor satisfaction with specific programs and to increase subsequent program effectiveness. Evaluations, whether written or electronic, must be solicited from participants.

The evaluation must include the four required topics detailed in Standard No. 14 for self study; however, sponsors may include other questions in the evaluation. Even if there are no stated prerequisites for the program, the topic needs to be included in the evaluation form so that a participant can comment on whether or not the participant believed that a certain knowledge, skill or experience was needed prior to taking the program.

Course Evaluation Form

Timing and Reporting of Business Expenses for Tax Purposes

Thank you for participating in the program. Please take a moment to offer your feedback. Please rank each item below, with 1 being the lowest score and 5 being the highest score.

1. Instructor and Course Content

| | 1 | 2 | 3 | 4 | 5 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Were the stated learning objectives met? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Were the state prerequisite requirements appropriate and sufficient? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Were program materials, including the qualified assessment, if any, relevant and did they contribute to the achievement of the learning objectives | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Was the time allotted to the learning activity appropriate? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. Other comments?