Sample: 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 and instructors. If the instructor is actively involved in the development of the program materials, then it is not necessary to solicit an evaluation from the instructor.

The evaluation <u>must</u> include the five required topics detailed in Standard No. 14; 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.

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?	○	○	○	○	○
Were the state prerequisite requirements appropriate and sufficient?	○	○	○	○	○
Were program materials, including the qualified assessment, if any, relevant and did they contribute to the achievement of the learning objectives?	○	○	○	○	○
Was the time allotted to the learning activity appropriate?	○	○	○	○	○
Was the presenter, Michael Matthews, effective?	○	○	○	○	○

2. Other comments?