

Use this worksheet to help you design an evaluation of the entire course or curriculum. To evaluate the course, ask colleagues to review the course design, instructional materials and tests. Then conduct a pilot test of a unit.

Review

1. Ask colleagues to review your course
2. Select questions to ask reviewers from the list available on the home page of the workshop
3. Provide course materials to the reviewers (goals, objectives, instructional materials, tests, checklists)
4. Compile reviewer feedback
5. Decide if and what to change, and revise the course before running the pilot test.

Pilot Test

1. Prepare for the pilot test:
 - a. What kind of students would be representative of the target audience for your course?
 - b. How will you arrange for a group of sample learners to participate in the pilot?
 - c. How much time will you need to conduct the pilot?
 - d. What space and equipment will you need to conduct the pilot?
2. Conduct the pilot test. Remember to take notes, allot time for testing, and ask the learners for feedback.
3. List what went well and what needs to be improved, as identified in your notes, test results and learner feedback.
 - a. What went well
 - b. What needs to be improved
 - c. What revisions to make
4. Revise and implement the course.