PILOT TEST CHECKLIST

BEFORE PILOT

Recruit a sample of representative learners
• Do you have a large enough sample size?
• Are the participants similar to the eventual students?
• Do you have incentives for participation, such as food or gift cards?
• Do you have an explanation about the purpose of the pilot test for participants to read?
• Do you have a letter of consent for participants to sign?

Arrange for a time and place to run the pilot
• Do you have enough time to give the instruction, the test and survey?
• Will the space accommodate the number of learners and the type of activity?

Procure the necessary equipment, materials and staff
• Equipment used to deliver the instruction: projection, computers, audio-visual
• Equipment used by the participants: medical devices, simulations, software
• Materials: checklist for everything you will need on the day of the pilot
• Staff: observer, proctor, assistants

Produce the course materials: slides, handouts, tests, checklists, surveys

DURING PILOT

Deliver the instruction
• Arrive early to make sure everything is set up and working
• Go through the materials and equipment checklist you created

Take notes or, if you have recruited a colleague, explain what to observe and how to take notes

Give learners the tests you have prepared to assess their achievement

Give surveys to learners to ask for feedback about the instruction
• Make sure all students take the survey before leaving

Clean up the room and take all your equipment and materials with you

AFTER PILOT

Analyze notes
Translate notes into two lists: what to keep and what and how to change

Analyze learner surveys
• Tally results then translate into lists: what to change, what to keep and how to improve the curriculum

Analyze test results for how to improve instruction
• Do a test item analysis: How many students missed each item?
• If many students missed an item, look at the instruction and test item to see if either might be the cause, and correct it
• For more explanation see the Handbook of Learner Evaluation and Test Item Construction

Revise and implement the instruction