

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