Evaluation Report

names & emails

Executive Summary

This section is **mandatory** for this evaluation report. In it you shouldprovide a summary of approximately **200** words that allows the reader of your report to see the essential details before reviewing the whole document. You should keep this section to one paragraph.

Methods used to evaluate the instruction

In this section, include a description of the procedures you used for the formative and summative evaluation and revision of your instructional products. Please add your questions and users’ statements in an Appendix. Also please add videos, photographs or sound record of your evaluations as evidence. **Provide your instruments (usability test, survey, interview, etc) as an Appendix.**

Findings from formative evaluation

Describe the steps that you have done to evaluate your instructional system **during** the development process. State the data sources (your friends, professors, teachers, children, parents, etc.) and data collection approaches,

Be sure to explain **your revisions of the system according to the feedback you obtained**.

Findings from summative evaluation

Describe any quantitative data you may have collected (e.g. number of errors made, time spent completing instruction, satisfaction ratings). Be sure to include **your interpretation of these data** in addition to any presentation in a list or table.

Describe your qualitative interviews and observations including participants’ behaviors, comments, and questions regarding your instruction. You may find it helpful to develop some categories for grouping your observations. These will vary with each project and with the observations you make, but some possible ones might include: usability of the layout, understandability of terminology, and learnability of the content.

Revisions to be made to the instruction

Identify any revisions you decided to make to your instruction based on the findings from your summative evaluation. Be sure to include items that you may have decided not to revise after only one test, but that you would like to examine in further testing.

Timeline of the report

Include a general timeline for the completion of your project. The timeline should show:

* The major tasks you anticipate completing as part of the project. Please indicate each task you finished.
* the dates by which you expect to have those tasks done.

You can use a table like below

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Task / Job | Time spent | Primary responsible member |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

References

This section should begin on a new page and include all of your references in the format shown below (APA 5th Ed.). Be sure to include website urls as well as journals, books, and chapters of edited books.

Morrison, R., Ross, S., & Kemp, J. (2000). Designing Effective Instruction (3rd ed.). New York: John Wiley & Sons.

Appendix

Used tools and collected data should come to the Appendix.

General Quality of Report (template, good writing) (5 pts)

* Writing quality, giving satisfactory information for each title
* Using past tense for previous phases of ID
* Using template font and style
* Additional Appendices
* Using templates for Appendices