

EETAP3 EVALUATION REPORT TEMPLATE

In completing this report:

- *Be concise (e.g., provide your main point(s) supported by best evidence).*
- *When appropriate provide bulleted responses rather than text/paragraphs.*
- *Try to provide all the information requested. If an item is not appropriate for a particular activity's evaluation (e.g., no instruments were used to collect data), answer "N.A." and skip the item.*

Section 1: Goal of The Evaluation

1. The goal of the evaluation was primarily formative ____ or summative ____.
2. The outcome evaluated was:
3. The specific indicators measured to determine if the outcome was met were: (i.e., What was/were the "indicator(s)" for the outcome? Depending on how the outcome was stated, the indicator could be the same.)
4. If a different outcome was evaluated than approved, provide an explanation for the change.

Section 2: Methods

1. The evaluation was conducted by an:

____ internal (i.e., one of leaders of the activity)

____ external (i.e., independent) evaluator by the name of _____
2. The sources that were used to collect data included: (e.g., individuals, observations, records, etc.)
3. Data was obtained from these sources through: (e.g., written questionnaires, interviews, etc.)
4. The data was collected: (e.g., before and/or how much after intervention)
5. The sample size and response rate was:
6. Key characteristics of the sample included: (e.g., demographics, EE background, EE experience, etc.)
7. The data was analyzed by (explain how the data was analyzed): (If you collected artifacts or other sources of qualitative data, be sure to also describe how these were analyzed.)

Section 3: Results

1. The results of the evaluation were:

- Describe the results of the evaluation (i.e., what was learned)
- Provide supporting evidence for your claims!
- For quantitative measures, be sure to provide sample size (n=how many in total responded to the measure), frequencies and/or mean and if appropriate, results from statistical significance tests.
- For qualitative measures, list all themes that were identified with at least one supportive quote for each.
- When possible, attempt to show how qualitative responses support quantitative results. For example, if you assert “Participants have changed their teaching practices” then follow with supporting data such as “80 % of participants were able to identify 3 ways they improved their practices. These practices included (*add types*) and were typically expressed in ways similar to (*add illustrative quotes from participants*).

2. Indicate extent to which the activity is achieving (or making progress toward) its expected outcome based on the results just described.

- Be sure to address to what extent the activity is reaching its “target” (i.e., the expected level of change or benefit).

3. Indicate extent to which the activity is achieving unanticipated beneficial outcomes.

Section 4: Discussion & Implications of Results

1. Briefly discuss your results (e.g., what was of particular significance, what was particularly surprising, etc.).

2. If relevant, describe how you will adjust the expected activity outcome based on results obtained.

3. If relevant, describe the changes you will make to improve the activity, based on results obtained.

4. Discuss the success/impact of the activity in helping to achieve EETAP’s short (1. Knowledge to 4. Intention), intermediate (5. Behavior) and long term (6. Impacts) outcomes per EETAP3’s Logic Model.

5. Describe how future evaluations of the activity could be changed to gain more insight into how to improve the activity and/or collect evidence on outcomes.

Section 5: List of Evaluation Appendices

List supporting documentation referenced in the above evaluation report or other documentation that is helpful for understanding how the evaluation was conducted and the results obtained. Include a copy of your evaluation instrument with descriptive statistics for each question and ideally, a list of all qualitative responses organized by theme.

If you have an evaluation report completed by an evaluation consultant it can be included as an appendix.