Table 6.3 Evaluation Checklist

Evaluation Checklist	Checklist
Identify evaluation purpose	
Clarify key evaluation questions and the information needed	
Identify evaluation audience or target (who will read the results?)	
Determine the type of evaluation: formative or summative	
Identify who will provide information (learners, facilitators, lab personnel etc.)	
Determine data collection methods (survey, quiz, observation, interview etc.)	
Consider data analysis strategies	
Set timelines	
Outline necessary resources (time, skills, etc.)	