

## Evaluation Framework – Faculty of Engineering

| Activity Stage (bucket)               | Comment  | Term:                     |                  |               |
|---------------------------------------|--|---------------------------|------------------|---------------|
|                                       |  | Autumn                    | Spring           | Summer        |
| To Evaluate (Queue)                   | Task added automatically to an Evaluation planner board once created. If evaluable, to be moved to queue, using a template card for the steps below  | Weekly check of new tasks |                  |               |
| Success Measure Agreement             | Before start of term & in design process - contact with LDSM and academic to confirm evaluation offering and confirm objectives. Template success measures and template surveys for academic approval.               | May-July                  | October-December | January-April |
| Survey Preparation                    | Meet academics early to design and confirm student survey questions, to address specific success measures.   | May-July                  | October-December | January-April |
| In survey                             | Conduct any student surveys (academics to distribute, ideally QR code in lecture). Avoid exams and other surveys.  | October-December          | January- March   | May-June      |
| Usage reporting                       | In term, once assets released, initial usage checks (week after asset live), any ongoing checks before full usage data gathering at close  | October-December          | January- March   | May-June      |
| Staff Feedback / preliminary findings | Ask staff for their feedback, and give any initial findings e.g. student survey responses  | December-January          | March-April      | June-July     |
| Report Write-up                       | End of term, gather any usage reports required. Finalise reports and disseminate findings and recommendations to team, academic and wider audience as required.  | January-February          | April-May        | July-August   |
| Roll-up Reporting & Lessons Learned   | Rollup reporting for the term (report and meeting with EdTech, Faculty report, case study topics e.g. FeedbackFruits). File completed evaluations into term and year for easy roll-up reporting of historic figures. | January-February          | April-May        | July-August   |

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