



# Evaluation Report Template

## (10\_reptemp.doc)



The following format should be used when writing up the evaluation report. The report should be written in the third party and be relatively informal. The lecturer's name and institution should only appear in the heading of the report.

### **Heading at the top of the report**

Product name, institution name, lecturer's name, department name (will give idea of discipline area)

### **Paragraph headings**

#### **1. Background**

Context, number of students, time period, year level of students, commercial or in-house package, software shell or content, set-up required and contextual resources issues, lead-in time required, novice or experienced lecturer, financial issues if any - eg cost of package/licences, how many people involved, budget, support available

#### **2. Reasons for Using**

Institutional reasons, individual reasons, academic motivation eg improving learning, saving time, student numbers, diverse student needs etc

Use either 3A *and* 3B (in any order) *or* 3C

#### **3A Lecturers' perspective**

Content as suits evaluation - use quotes where possible

#### **3B Students perspective**

Content as suits evaluation - use quotes where possible

#### **3C Perspectives (mixed tutor and student)**

Content as suits evaluation - use quotes where possible

#### **3. Issues**

Content as suits evaluation

#### **4. Benefits**

Content as suits evaluation

#### **5. Reflections**

Include quote from tutor if possible. N.B. discretion required - legal issues - no bold and unsubstantiated comments