



Client Contact Details Record Form (2_evaldets.doc)



This form should be used to record the details of the evaluation. Do not forget to update this form as you gain more information.

Evaluator's name:	Date:
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1. Client Details

Title:

Name:

Department:

Address:

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Telephone:

Fax:

E-mail:

Previous contact made? Yes No
check central records

Subject discipline:

Engineering courses taught:

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2. Feedback Information

Please fill in section a or b as applicable

a) How was the prospective client identified?

- Already known to the evaluator (i.e. a colleague)
- From a questionnaire response
- From a published article or software review
- Recommended by another client
- Other (specify)

b) How did the contact find out about becoming a client?

- Reading a project newsletter or flyer
- Receiving a letter or e-mail from the project asking for clients
- Through completing the baseline data questionnaire
- Through recommendation of the project from a colleague
- By visiting the project Web site
- By attending a project workshop
- Attending a project presentation at a conference
- By direct from another (non-advisor) member of the project team
- Through the TLTP publicity or other published articles
- Works in your institution
- Other (specify)

3. Information sent to prospective client

- | | | | |
|------------|--------------------------|-----------------|--------------------------|
| Flyer | <input type="checkbox"/> | 3_nutshell.doc | <input type="checkbox"/> |
| Newsletter | <input type="checkbox"/> | 4_fctsheets.doc | <input type="checkbox"/> |

4. Evaluation Details

- Evaluation to be carried out? Yes No
If no, contact client again? Yes No

Advice required (Tick all relevant answers)

- | | | | |
|----------------------------------|--------------------------|---------------------------|--------------------------|
| None | <input type="checkbox"/> | Choosing software package | <input type="checkbox"/> |
| Demonstration of software | <input type="checkbox"/> | Method of use of software | <input type="checkbox"/> |
| Setting up / installing software | <input type="checkbox"/> | As an additional resource | <input type="checkbox"/> |

Notes on advice given

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Software package to be evaluated:

Number of students using software:

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Period when software used:

How will the software be used? (Tick all relevant answers)

- | | | | |
|--------------------------|--------------------------|---------------------------------|--------------------------|
| Tutorials | <input type="checkbox"/> | Group work | <input type="checkbox"/> |
| Lectures | <input type="checkbox"/> | As an additional resource | <input type="checkbox"/> |
| Remediation / revision | <input type="checkbox"/> | As a replacement resource | <input type="checkbox"/> |
| Administration | <input type="checkbox"/> | In a time-tabled session | <input type="checkbox"/> |
| Distance / open learning | <input type="checkbox"/> | Under exam conditions | <input type="checkbox"/> |
| Practical laboratories | <input type="checkbox"/> | Under other assessed conditions | <input type="checkbox"/> |
| Coursework | <input type="checkbox"/> | Under non-assessed conditions | <input type="checkbox"/> |

5. Evaluation Schedule

Pre-evaluation questionnaire:

Date:

Time:

Location:

Observation visit:

Date:

Time:

Location:

Questionnaires distributed same time? Yes No

Student group interview:

Date:

Time:

Location:

No of students:

Interview with client:

Date:

Time:

Location: