



Evaluation Fact Sheet

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This fact sheet provides details about an EASEIT-Eng evaluation, to help ensure that the process runs as smoothly as possible. If you would like assistance with any of the items listed, please contact your EASEIT-Eng Evaluator who can also provide background information about EASEIT-Eng if required.

Evaluation Commitment

By agreeing to host an EASEIT-Eng software evaluation, you are making a commitment to undertake the following:

- To take part in both pre- and post-evaluation interviews with an EASEIT-Eng Evaluator
- To allow the EASEIT-Eng Evaluator to observe your students using your chosen software in at least one time-tabled session
- To allocate around 15 minutes at the end of this session, during which your students will complete a feedback questionnaire on their use of the software
- To identify between 6 and 10 students willing to take part in a group interview after the software evaluation session

Advice and support

The EASEIT-Eng Evaluator or a member of the EASEIT-Eng team will advise you on choosing and implementing the software to be evaluated if required.

Evaluation schedule

A schedule for carrying out the evaluation should be agreed with your evaluator as soon as possible.

Pre-evaluation questionnaire

The pre-evaluation questionnaire should take around 20 minutes to complete. It will address:

- Your reasons for using engineering teaching software with your students
- The choices you made in selecting the software which your students will use during the evaluation
- The benefits you expect your students and yourself to gain from use of the software

This questionnaire could be completed as an interview with your evaluator, or as a paper-based questionnaire.

Evaluation visit

There will normally be only one evaluation visit. However, evaluators are more than happy to visit more often if this would be easier to schedule. The visit will involve:

- The evaluator observing students' use of the software in a real learning session (e.g a time-tabled tutorial session)
- Your students filling in a short feedback questionnaire in the last 5 to 10 minutes of the session. This will be provided by the evaluator during the visit
- Student group interview (see below)

Preparation required for the evaluation visit:

- Ensure that a computer room, with sufficient computers to cater for the student class size, is booked
- Install the software on the network or standalone computers as applicable well in advance of the session.
- Test that the computers run the software correctly and address any resulting hardware or software issues.

If you require any assistance with hardware or software issues, please contact your computer support staff. Alternatively, your EASEIT-Eng evaluator will be happy to contact your support staff and arrange for the required issues to be addressed.

Student group interview

The student group interview will take place after the evaluation (preferably, but not necessarily on the same day as the visit). It will involve a group of around 6 to 10 students giving feedback to the EASEIT-Eng Evaluator during a recorded interview session. It is anticipated that this should take no longer than one hour.

The evaluator will carry out the interview but will require you to prepare for the interview in advance by:

- Identifying a small group of students (6-10) who are willing to take part in a group interview session and provide us with feedback on their use of the software.
- Ensuring that a room is available in which to conduct the group interview and that the students are available to attend the session

It is possible to arrange payment to each student (£5) for their participation in the group interview.

Post evaluation visit interview

Your evaluator will normally interview you on a date following the evaluation visit or after the observation session and student group interview on the same day as the evaluation visit. The interview (30-40 minutes), is designed to obtain your views on the success of your chosen software as a teaching and learning tool.

The evaluation report

Following completion of the evaluation visit and any subsequent interviews, your evaluator will provide you with a copy of software evaluation report for review and also will provide a summary of the raw data obtained during the evaluation process.

Feedback questionnaire:

Finally, you will be given the opportunity to express your views on the EASEIT-Eng evaluation process and report by completing the feedback questionnaire.