

Sample: Evaluation Form

Helpful Hint: Sponsors may include other questions in evaluations but most cover the required nine questions as provided in the *Standards*.

<u>EVALUATION FORM</u>	
Program Title:	_____
Program Instructor: (if applicable)	_____
Program Date:	_____
Participant Name: (optional)	_____
Instructions: Please comment on all of the following evaluation points for this program and assign a number grade, using a 1-5 scale, with 5 as the highest.	
1. Were the stated learning objectives met?	_____
2. If applicable, were prerequisite requirements appropriate?	_____
3. Were program materials accurate?	_____
4. Were program materials relevant and did they contribute to the achievement of the learning objectives?	_____
5. Was the time allotted to the learning activity appropriate?	_____
6. If applicable, were the individual instructors effective?	_____
7. Were the facilities and/or technological equipment appropriate?	_____
8. Were the handout and or advance preparation materials satisfactory?	_____
9. Were the audio and/or visual materials effective?	_____