

**EVALUATION INSTRUMENT (QUASI) PRE-TEST – POST TEST**

**Introduction**

The advantage of a pre-test - post-test design is that it is easy to determine changes in skills and knowledge. Comparison of the answers given before and after course will show the degree of change. The direction of change in the answers will show whether the course was successful or not.

The disadvantage of a pre-test - post-test design is that it is more time consuming, because the questionnaire has to be administered twice. A solution to this problem is to perform only a post test and ask participants retrospectively about their prior needs (quasi-post test).

**Important:** this document contains a **general** format. The trainer should specify or adjust the participants needs (see the bullets ...) to meet specific evaluation purposes.

**Pre-test**

- The formal training needs are (Note: These needs should correspond roughly to the objectives of the units)
  - [...specify]
  - –
  - –
  
- To what extent do these needs apply to you?
  - [...specify the need to be measured]
  - hardly             somewhat             quite a bit             completely
  - ...
  - hardly             somewhat             quite a bit             completely
  - ...
  - hardly             somewhat             quite a bit             completely
  - etc.
  
- What specific needs, outside the formal needs, do you have that should be addressed in the course?
  - ...
  - ...
  - ...

**Post-test**

- To what extent do the following needs apply to you after having taken the course?
  - [...specify]
  - hardly             somewhat             quite a bit             completely
  - [...specify]
  - hardly             somewhat             quite a bit             completely
  - [...specify]
  - hardly             somewhat             quite a bit             completely
  - etc.

- What specific needs, outside the formal needs, do you have that should be addressed in the course?
    - [...specify]
    - [...specify]
    - [...specify]
- 

**(Quasi) Post-test**

Prior to the course you identified particular needs to be addressed in the course.

- To what extent do you feel that these needs have been met by the course material?
  - hardly
  - somewhat
  - quite a bit
  - completely

Which of the following needs were being addressed in the course?

- [...specify]
  - completely
  - sufficiently
  - insufficiently
  - not at all
- [...specify]
  - completely
  - sufficiently
  - insufficiently
  - not at all
- [...specify]
  - completely
  - sufficiently
  - insufficiently
  - not at all

- To what extent do you feel that these needs have been met by the course trainer?
  - hardly
  - somewhat
  - quite a bit
  - completely
- Did the training address your training needs as stated in the training needs forms?
  - hardly
  - somewhat
  - quite a bit
  - completely

To what extent did the training address your specific training needs?

[...specify need]

- hardly
- somewhat
- quite a bit
- completely

- To what extent will the training make any difference to your own work? Please clarify your answer
  - hardly
  - somewhat
  - quite a bit
  - completely
- Do you view your role within the station differently, as compared to prior to the course?
  - Yes
  - No
  - Not applicable

If so, in what way?

- ...
- Has it prompted you to change anything about that role?
  - ...
- Has the training made any difference/encouraged you in any way towards considering a higher management position within your station?
  - ...
- What were the benefits, if any, of the training?
  - ...
- What training needs were essential but absent in the training course?
  - ...
  - ...
- What further training needs do you have?
  - ...
  - ...
  
- If you have any general comments not addressed in the questionnaire, you can address the in the box below.
  - ...