

EVALUATION FORM - HOW WAS THE EVENT?

ALMANSA, SPAIN

15-19 MARCH 2010

OFFICIAL SCHOOL OF LANGUAGES "MARÍA MOLINER"

Every partner in the LET'S MIX UP: INNOVATION AND CREATIVITY IN ADULT EDUCATION project should fill in the evaluation form.

A grade should be given on a scale of 1 to 4, with 4 being the highest and 1 the lowest. If you give 1 or 2, please explain why and if it is possible give an advice, using the remark lines!

Example

'Quality of the transnational partnership' [2.1]

This performance indicator is concerned with:

- The extent to which each partner contributes to the event
- The evidence of partners sharing roles and responsibilities during the event

A performance meriting Level 4 would be illustrated by:

- Each partner plays a role in the preparation and delivery of the event according to an agreed prior division of roles and responsibilities
- There is clear evidence of a collaborative approach with strong team work

A performance meriting Level 2 would be illustrated by:

- There is a lack of clarity in the partners' division of roles and responsibilities and consequently there may be evidence of a failure to contribute as required
- Where problems have arisen, there is a lack of commitment to finding a mutually acceptable compromise

EU LLP Grundtvig Learning Partnership Project **LET'S MIX UP C&I**

“LET'S MIX UP: CREATIVITY AND INNOVATION IN ADULT EDUCATION”

**The 2nd project partners meeting in Almansa, Spain
March 15th-19th, 2010**

EVALUATION FORM

NO	PERFORMANCE INDICATOR	THEMES	4	3	2	1
1	Structure, content and delivery of the event					
1.1	Organisation of the transnational event	Evidence of clear planning	6	5		
		Realistic timescales	10	1		
		Appropriate selection of delegates	10		1	
1.2	Effectiveness of content and appropriate range and balance of activities	Appropriate content, clearly related to the aims and objectives of the event	11			
		Relevant mixture of activities e.g. icebreaking activities, didactic sessions, workshops, social activities, free time	10	1		
		Appropriateness of the social programme	11			
1.3	Effectiveness of the process of monitoring and evaluation	Quality of the mechanism for evaluation	11			
		Evidence of on-going assistance to participants	11			

PERSONAL REMARKS ABOUT THE THEME:

NO	PERFORMANCE INDICATOR	THEMES	4	3	2	1
2	Quality of the trans-national element					
2.1	Input into the event by the project partners	The extent to which each partner contributes to the event	6	5		
		The evidence of partners sharing roles and responsibilities during the event	9	2		
2.2	Links between the aims of the event and the overall aims of the project	Mutual understanding amongst partners about the project and event rationale and the short term and long objectives of the event	10	1		
		Clear evidence in the event programme of real synergy with the overall objectives of the project	8	3		

PERSONAL REMARKS ABOUT THE THEME: **Other teachers must help more, thanks, well done,**

NO	PERFORMANCE INDICATOR	THEMES	4	3	2	1
3	Quality of the partnership					
3.1	Transnational partner ship	Commitment to the project by each partner	4	6		
		Agreement amongst partners	5	5		
		Effective communication amongst partners	10			
		Development of trust and positive attitudes	9	2		

PERSONAL REMARKS ABOUT THE THEME:

NO	PERFORMANCE INDICATOR	THEMES	4	3	2	1
4	Quality of the domestic arrangements					
4.1	Quality and appropriateness of the domestic arrangements and the comfort factor	Attention to practical details and catering	10			
		Suitability of the working venue	5	5		
		Quality of overnight accommodation, if appropriate	10			
		Evidence of special requirements (dietary for example) being met	10			

PERSONAL REMARKS ABOUT THE THEME: **Thank you!, Great job!**
