

## Template: Evaluation Report

This template summarises information about the initiative and what conclusions you've developed from your evaluation.

Follow the instructions below each heading to provide the information for your evaluation report. Delete the instructions once you have entered the information.

### **Initiative:**

*Enter the initiative's name.*

### **Initiative objective:**

*In 2-3 sentences describe the problem the initiative was trying to solve or the opportunity it was trying to realise.*

### **How the initiative worked:**

*In 2-3 sentences describe what the initiative actually looked like, e.g. an expert visited once per month to teach extension chemistry to extension students and inform them about career paths.*

### **Evaluation question:**

*Update the following question for your initiative:*

*Did the [name of initiative] achieve its objective to [insert objective of initiative]?*

### **Evaluation conclusions:**

*Provide a statement on whether the evaluation found evidence to show whether the initiative achieved its intended objective.*

*Provide 2-3 sentences summarising what supported this conclusion or any other important conclusions you drew from the evidence.*

### **Methodology:**

*List the sources you used to evaluate the program (and briefly what they were used for), e.g.:*

- *Test results (pre- and post-initiative) for the Year 10 participants (to capture whether knowledge improved)*
- *6 teacher interviews (to capture teachers' thoughts on students' skills)*
- *12 class observations (to capture students' levels of engagement during classes)*

*Describe the key assumptions you made and what the reader be aware of, e.g. if you only talked to high performing students for feedback, should that affect how the reader interprets the results?*

### **Decisions made:**

*Describe the decisions that were made based on the evaluation (i.e. the purpose you identified as a first step).*

*e.g. This evaluation was used to determine whether the initiative should be scaled up. Based on the results of the evaluation, we decided to scale up to allow all students to participate.*