

How to collect the post-test responses (For any course organizer)

A. Before the post-test session

1. Type the codes that participants wrote on their pre-tests. Sort them by alphabetic/sequential order. Add the title: "List of Pre-Test Codes." Print this document.
2. For WBI: The post-test should be stapled to the back of the Level-1 evaluation form. Both forms will be administered together.
3. During the course, ask participants who plan to leave before the post-test to let you know their departure time. **Ask them to complete post-test before leaving.** (Give them the same time and explanations as what other participants will have for completing the forms.)
4. Respect the time planned in the agenda for the post-test. Typically you would have allocated the same time as in the pre-test plus a few minutes to complete the Level-1 evaluation form.
5. Plan to have the same administration conditions as in the pre-test.
6. Keep the test forms hidden from participants until the official administration of the test.
7. To secure a high response rate, plan to deliver the post-test in exchange of something participants would like to have, e.g., their certificates, further reading materials or a token gift.

B. During the post-test session

8. Hand out one post-test form per participant. All participants (no organizers) should answer.
9. Introduce the evaluation in explaining the following:
 - a. For WBI: The form has two parts: Level-1 evaluation and post-test. **Both** should be filled.
 - b. The evaluation aims to assess the effectiveness of the course in order to improve it. It does **not** aim to test participants. Participants should answer honestly and **not guess**.
 - c. The forms are **anonymous**. Participants should **write their codes** on the first page of the post-test form. To use the **same code as in the pre-test**, they should check the codes they had written on the first page of their binders. If they can't find their codes, they should re-compose them. If they can't locate their codes and are unsure about what they wrote on the pre-test, they can check the "List of Pre-Test Codes" to refresh their memories.
 - d. The code is made of information unknown to the course organizers, so **nobody will know who answered what**. However, **the codes are needed to link each participant's post-test to her/his pre-test**. This link is critical for the evaluation analysis.
 - e. Participants should **answer on their own** without collaborating with other participants or the organizers. Clarification questions on the process are allowed as long as they do not give away the response to the test.
 - f. Certificates/further readings/gifts will be given **upon receiving** the completed post-tests.
10. While participants respond, count how many of them are in the post-test session.

C. After the post-test session

11. Immediately after the session, count the filled post-tests collected. Ask for any missing forms.
12. Do **not** un-staple the forms until after you matched and numbered them properly. (See Chapter IV of the [Level-2 Evaluation Tabulation Guidelines](#).)