

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

Creating an environment for participants to answer honestly, thoughtfully and without confusion greatly contributes to the validity of the evaluation. Poor data collection can ruin all your previous efforts, so please follow these simple—yet important—steps.

### A. Before the pre-test session

1. Respect the time planned in the agenda for the pre-test. Typically you would have allocated 45 minutes to one hour for introducing, distributing, answering, and returning the forms.
2. Plan to have the same administration conditions during the pre- and post-test.
3. Keep the test forms hidden from participants until the official administration of the test.
4. To secure a high response rate, plan to give part of the course materials in exchange for the completed pre-test forms. However, give them their main binders before the pre-test so they could write their codes on it.

### B. During the pre-test session

5. Hand out one pre-test form per participant. All participants (but no organizers) should answer.
6. Introduce the evaluation in explaining the following:
  - a. 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**.
  - b. The forms are **anonymous**.
  - c. Participants should **compose their personal confidential evaluation codes** on the first page of the pre-test.
  - d. The code is made of information unknown to the course organizers, so **nobody will know who answered what**.
  - e. However, **the codes are needed to link each participant's pre-test to her/his post-test**. This link is critical for the evaluation analysis.
  - f. Immediately after composing their codes, participants should **write this same code on the first page of their binders to recall it later**. At the end of the course, participants will copy this code onto their post-test form.
  - g. Participants should **answer on their own** without collaborating with other participants or the organizers. Clarification questions are allowed as long as they do not give away the response to the test.
  - h. The remaining part of the course materials will be given **upon reception** of the completed pre-test form.
7. While participants respond, count how many of them are in the pre-test session.

### C. After the pre-test session

8. Immediately after the pre-test session, count the completed pre-test forms collected. Ask for any missing forms.
9. If a few participants join the course after the pre-test session, ask them to complete the pre-test form as soon as they enter the course. Give them the same time and explanations as what the other participants had.