

## Preparing how to carry out the evaluation back at school

Use your knowledge of the school staff and the school's present commitments to make working notes below on how you will get the evaluation of your intervention actions under way.

<b>Evaluation Elements</b>	<b>By whom?</b>	<b>By when?</b>	<b>Resources?</b>	<b>Comments</b>
<b>1. Agreeing on the primary and secondary purposes of the evaluation and Key Questions</b>				
<b>2. Deciding on the necessary data gathering methods for each Key Question</b>				
<b>3. Preparing and approving the data gathering instruments</b>				
<b>4. Conducting data gathering</b>				
<b>5. Collating the data</b>				
<b>6. Presenting and determining actions to be taken as a result of the evaluation</b>				
<b>7. Putting the school's report together using the PALL reporting template</b>				