

Sample Questions for Activity Evaluation Forms

Sample questions regarding the CPE activity

- Please rate the following objectives:
 - Objective 1
 - Objective 2
 - Objective 3
 - Objective 4
- Were the objectives met?
- Was the content relevant to your practice?
- How interesting was the topic to you?
- What did you find most helpful about this continuing education activity?
- What one thing will you do differently after participating in the activity?
- What one thing did you learn today that everyone in your organization needs to know?
- Was this activity presented free from bias or promotion?
- Is the content fair and balanced?

Sample questions for feedback for the speaker

- Rapport/Interaction
 - Displays good eye contact
 - Encourages questions
- Organization
 - Gives preliminary overview
 - Relates topic to practice
 - Keeps on-track with major theme
 - Utilizes smooth transitions
 - Summarizes/reviews key points
 - Information flows logically
- Presentation
 - Explains subject matter in familiar language
 - Defines new or unfamiliar terms
 - Reinforces difficult concepts by repetition or examples
 - Speaks clearly and at appropriate volume
 - Speaks at appropriate pace
 - Uses appropriate presentation media
- Command of Topic Area
 - Demonstrates comprehension of topic
 - Demonstrates application of information
 - Answers questions appropriately
 - Covers appropriate amount of material
 - Complexity of material

Sample questions regarding learning activities

- Active learning strategies
 - Uses practical cases/exercises
 - Explains strategy; provides direction
 - Allows sufficient time to complete exercise(s)
 - Feedback was provided
- Instructional materials
 - Are appropriate length
 - Complement presentation

Can be used as a reference
Are well-organized

Sample Likert scales

2-point scale:

- Yes - No
- True - False

3-point scale:

- Exceeds standards - Meets standards - Does not meet standards
- Exceptional - Acceptable - Needs Improvement
- Completely - Only partially - Not completely

4-point scale:

- Outstanding - Excellent - Good - Fair - Needs improvement
- Exceptional - One or two improvements needed - Many improvements needed - Awful
- Agree strongly - Agree - Disagree - Strongly Disagree
- Very good - Good - Fair - Poor
- Very - Somewhat - Not very - Not at all

5-point scale:

- Excellent - Very good - Good - Fair - Poor
- Strongly agree - Agree - Neutral - Disagree - Strongly disagree
- Totally unclear - Somewhat unclear - Mostly clear - Very clear - Extremely clear
- Useless - Not very useful - Somewhat useful - Very useful - Extremely useful

Descriptive scales:

- 1 = Presentation meets criteria; requires no changes
- 2 = Presentation meets most criteria; requires 1-2 changes
- 3 = Presentation requires several changes
- 4 = Presentation requires extensive changes; needs to be redone

Table Format

Not Acceptable	Needs Development	Competent	Excellent
Monograph needs to be rewritten; very disorganized; did not understand any information.	Monograph was confusing in many areas; information is not very useful.	Monograph needs clarification in one or two areas; information is useful.	Monograph was very useful; I can apply the information to my practice.

Sample questions for improving CPE activities

- What did you like best about the CPE activity?
- What did you like least about this activity?
- Suggest one change to improve future CPE activities.
- What will you tell others about this activity?
- I would rate my level of involvement as... _____...because: _____

Written Comments:

- Please provide evidence or examples for your assessment in question # ____
- Please provide suggestions for improvements for question # ____
- Please make one more comment about this CPE activity.