

### 4.3 Appendix 3: Complementary instruments for the monitoring of management the experimentation protocol, the field trials and the dissemination actions

#### Instrument used for monitoring management in relation to the quality of consortium meetings

##### Evaluation Questionnaire

Please fill in this questionnaire. Your feedback will help us to improve further MaSDiV meetings, and also to learn more about your needs and concerns. Where ratings are given, circle the score that represents your opinion best. Thank you!

##### I. General

1. Please state your **most important personal goal** for this meeting in one sentence. Rate to what extent it has been achieved?

My most important personal goal was.....

.....

<i>Not at all</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<i>Fully</i>
-------------------	----------	----------	----------	----------	----------	----------	--------------

2. Do you think that the **schedule** was appropriate?

<i>Not at all</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<i>Absolutely</i>
-------------------	----------	----------	----------	----------	----------	----------	-------------------

3. How would you rate **the overall management of the meeting**?

<i>Very poor</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<i>Very good</i>
------------------	----------	----------	----------	----------	----------	----------	------------------

4. What did you **value most** during this meeting

## II. The group and our working climate

5. Please indicate the (average) level of each attitude between group members and your satisfaction with the work climate during this meeting.

	1 not present	2 low	3	4	5 high	6 very high
friendliness						
Cooperation/ support						
tolerance						

	1 not present	2 low	3	4	5 high	6 very high
tension						
isolation						

	1 not present	2 low	3	4	5 high	6 very high
<b>My overall satisfaction</b>						

Comments:

## III. Outlook: our next meeting

6. What should we maintain in future meetings?

7. Which improvements would you recommend?

8. Which issues and themes do you think should be addressed at the next meeting?

THANK YOU !

**Instrument used for monitoring the experimentation protocol led by WP3**

Country	
Person in charge	

**Please specify the CPD concept you have planned so far.**

How many meetings will you have?	
How long will each meeting be? Please specify if they are planned to have different length.	
How many different CPD courses will you offer?	
When will the first courses start? When will the first course end?	
When will the following courses start and end?	
How many participants do you expect for <b>each</b> course?	
How will you advertise the CPD courses?	
How will teachers be selected to participate? E.g. will the courses be obligatory for the teachers.	
Who will be providing the CPD course? Are you training multipliers?	
Which course(s) will you use for the case studies?	
Do you expect your participants to be experienced with IBL?	
<b>Additional comments</b>	

Instrument used for monitoring of the field trials led by WP4

## WP 4 Field Trials

Country \_\_\_\_\_

Task	Done	Work in Progress	To be done	Problem encountered	Problem envisaged
Preparation of advertising material					
Announcement of course					
Plan for PD course					
Recruitment of teachers					
Plan for data collection					
Report					
Other					

**Challenges encountered/envisaged**

**Concerns**

**Instrument used for monitoring dissemination actions led by WP6**

The instrument is applied using an electronic form available at <https://goo.gl/forms/SKH65bDRoOTulGPn1>

# Dissemination Form<sup>1</sup>

Due date: without a delay after the event & register in yearly technical progress report

**Person responsible for reporting the dissemination form:**

Name and surname:

Email:

Partner country:

**Abstract & Summary of the Dissemination Action**

(50 words/5 sentences approx.)

Type:

- Face-to-face event  
 Publication-based dissemination action (if you are reporting a publication-based dissemination action, pls. proceed to page 3 of this document)

Scope:

- Local  
 National  
 International

---

<sup>1</sup> Please note that this template is NOT made to document dissemination activities for teachers or multipliers who participate in MaSDiV PD Courses.

PLEASE TAKE PICTURES FROM EVENTS AND ATTACH THEM TO THIS DOCUMENT (please upload one zip-file only if more than one document is submitted per dissemination action)

TYPE: Event/workshop/meeting/etc.	
Date	
Place / Country e.g. Faculty of Education/ Granada (Spain)	
Name of the event e.g. meeting with head teachers; presentation at the national teacher conference in...	
Type of event	Please specify  <input type="checkbox"/> Meeting (larger meetings, but also one-to-one meetings) <input type="checkbox"/> Workshop/seminar <input type="checkbox"/> Conference presentation <input type="checkbox"/> Round table <input type="checkbox"/> other
Target Group(s)	Please mark all relevant categories  <input type="checkbox"/> Teachers (general education) <input type="checkbox"/> Primary school <input type="checkbox"/> Secondary school <input type="checkbox"/> Teachers (vocational education) <input type="checkbox"/> Groups, which support teachers (head teachers, teacher's networks and associations, school authorities, teacher trainers, curriculum & assessment developers) <input type="checkbox"/> Research/scientific <input type="checkbox"/> Parents, pupils' family, community, civil society <input type="checkbox"/> Industry, world of work <input type="checkbox"/> Policy makers <input type="checkbox"/> Media
Duration (h)	
No. of Participants	
Purpose	
Person(s) that participated	<i>Not mandatory, name if important in the context of the meeting, e.g. representatives from politics</i>
Attachments	<i>e.g. 3 pictures in jpg-Format (not mandatory)</i>

	<b>TYPE: Event/workshop/meeting/etc.</b>
Effectiveness (scale of 1 to 10)	<i>Please score the effectiveness of your dissemination activity on a scale of 1 to 10</i>
Effectiveness (short statement)	<i>Please confirm your assessment in three sentences</i>

<b>TYPE: Publication-based dissemination action</b>	
<i>Date (if applicable: start date)</i>	
<i>Scope (regional, national or international)</i>	
<i>Method and type of publication</i>	<input type="checkbox"/> Print <ul style="list-style-type: none"> <li><input type="checkbox"/> Scientific publication</li> <li><input type="checkbox"/> Flyers for external event</li> <li><input type="checkbox"/> other</li> </ul> <input type="checkbox"/> Online <ul style="list-style-type: none"> <li><input type="checkbox"/> Scientific publication</li> <li><input type="checkbox"/> Text contribution to an external newsletter</li> <li><input type="checkbox"/> Own newsletter</li> <li><input type="checkbox"/> PD course announcement on external website</li> <li><input type="checkbox"/> National website</li> <li><input type="checkbox"/> Local PD package for downloading</li> <li><input type="checkbox"/> other</li> </ul>
<i>Name of communication medium:</i>	<i>(e.g. The Innovative German Teacher/ Journal of the National German Teacher Association)</i>
<i>Target Group(s)</i>	Please mark all relevant categories <ul style="list-style-type: none"> <li><input type="checkbox"/> Teachers (general education)               <ul style="list-style-type: none"> <li><input type="checkbox"/> Primary school</li> <li><input type="checkbox"/> Secondary school</li> </ul> </li> <li><input type="checkbox"/> Teachers (vocational education)</li> <li><input type="checkbox"/> Groups, which support teachers (head teachers, teacher's networks and associations, school authorities, teacher trainers, curriculum &amp; assessment developers, researchers)</li> <li><input type="checkbox"/> Parents, pupils' family, community, civil society</li> <li><input type="checkbox"/> Industry, World of work</li> <li><input type="checkbox"/> Policy makers</li> <li><input type="checkbox"/> Media</li> </ul>
<i>Purpose</i>	
<i>Expected number of recipients (if estimate can be given)</i>	
<i>WWW-reference to publication</i>	<i>(if no internet address can be provided, a scan has to be provided)</i>
<i>Person in charge (your name)</i>	
<i>Attachments</i>	<i>Scan of publication</i>



<b>TYPE: Publication-based dissemination action</b>	
Effectiveness (scale of 1 to 10)	<i>Please score the effectiveness of your dissemination activity on a scale of 1 to 10</i>
Effectiveness (short statement)	<i>Please confirm your assessment in three sentences</i>