

## Monitoring and Evaluation – Frequently Asked Questions

### Surveys

**1. Why are the surveys important?**

The surveys are very important as they help us track the impact of the core skills training. It is therefore important that they are properly and carefully completed.

**2. When should participants complete the baseline survey?**

The baseline survey for both introductory and in-depth courses should be completed before the training so either a few days prior to the training (if using electronic surveys) or as the first thing on the first day of the training (if using paper surveys).

**3. When should participants complete the end of course survey?**

For introductory courses the end of course survey should be completed at the end of day of training (if using paper surveys) or in the days following the training (if using electronic surveys).

For in-depth courses the end of course survey should be completed **on or after day 3 of the training (day three means the final day of training, following the in-school project phase)**. If you are using paper surveys these should be given out after lunch on day 3 of the training. If you are using electronic surveys these can be sent out in the days following the training.

**4. Do participants need to complete both a baseline and an end of course survey?**

YES, it is very important that participants complete both a baseline and end of course survey. If we are missing either of these then we cannot use the data.

**5. Can surveys be translated into the local language?**

In some countries and regions, surveys have already been translated into the local language. If you would like the surveys to be translated please speak to your local British Council team to see if this is possible. If a survey is translated, ideally it will be completed in English (e.g. the narrative questions at the end).

**6. What do I do if participants do not understand the survey questions?**

If participants do not understand the survey questions please do take time to carefully explain the meaning of the questions. If this is an ongoing problem please speak to your local British Council team.

**7. Participants do not have enough time to complete the surveys.**

Surveys should take around 20 minutes to complete, however we understand that with language difficulties they can often take longer to do. If you are finding that

surveys are taking a very long time to complete please speak to your local British Council team to see if a separate session can be held to complete surveys.

**8. How can I find out the results of the surveys?**

Your local British Council team can provide immediate response data on how participants found the quality of the training and this can be used to support continuous improvement.

### **Course Assignment Summaries**

**1. How many in-school projects/assignments should I write about in detail in the course assignment summary report?**

Please only write about **one** in-school project in detail on the course assignment summary report form. This should ideally be the best project.

**2. What does a good in-school project look like?**

A good in-school project will be based within the curriculum. It will also have clear evidence of what action was taken and have clear evidence of the impact of the action taken.

**3. Where can I find examples of good course assignment summary reports?**

Best practice examples of course assignment summary reports can be found in the M&E section of [the HUB](#).

**4. Can we submit pictures and videos with course assignment summary reports?**

Pictures and videos can be submitted with course assignment summary reports but please ensure you have permission from those featured in the pictures and/or video. Please contact your local British Council team to request consent forms to collect permissions.