**Session Materials Evaluation Sheet**

**Directions:** Please rate the session material submitted based on the indicators provided below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONTENT** | | | | | |
|  | **4** | **3** | **2** | **1** | **Rating** |
| **Clear** | All parts of the session's contents are clear. | Less than half of the session is not clear. | Majority of the session is not clear. | The entire session is not clear. |  |
| **Comment/s (if any):** | | | | |
| **Complete** | The contents of the session explains all concepts presented. | Less than half are not explained in the session. | Majority of the concepts are missing in the session. | The session is incomplete. |  |
| **Comment/s (if any):** | | | | |
| **Relevant** | All of the content are relevant to the objectives | Less than half of content is not relevant to the topic | Majority of the content is not relevant to the topic | All content is not relevant to the topic |  |
| **Comment/s (if any):** | | | | |

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| **PROCESS** | | | | | |
|  | **4** | **3** | **2** | **1** | **Rating** |
| **Process Relevance** | The methodology helps achieve all the objectives | The methodology helps achieve some of the objectives. | The methodology is not suitable to the subject matter. | The methodology is not suitable to the subject matter and renders the subject matter more confusing. |  |
| **Comment/s (if any):** | | | | |
| **Learner-centered** | The methodology is suitable to the learning style of the target participants. | The methodology is somewhat suitable to the learning style of the target participants. | The methodology is not suitable to the learning style of the target participants. | The methodology is not suitable to the learning style of the target participants and will make their learning experience more difficult. |  |
| **Comment/s (if any):** | | | | |

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| **DESIGN** | | | | | |
|  | **4** | **3** | **2** | **1** |  |
| **Experiential** | All concepts in the session are built upon learner experiences. | The design somehow encourages sharing of learner experiences. | The session does not allow sharing of learner experiences. | The learning experience is not encouraging but negative. |  |
| **Comment/s (if any):** | | | | |
| **Logical** | The logical flow is connected and with effective progression of content. | Some parts of the logical flow are disconnected. | The entire logical flow is disconnected. | The logical flow has no progression and causes disruption. |  |
| **Comment/s (if any):** | | | | |
| **Psychological** | The psychological flow promotes smooth positive progression of learning. | The psychological flow promotes slow progression of learning. | The psychological flow is confusing. | The psychological flow is burdensome and prevents learning. |  |
| **Comment/s (if any):** | | | | |
| **OVERALL**  **RATING** | **ACTUAL SCORE/40 x 100** | | | |  |

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| **Name of Evaluator:** |  |
| **Date of Evaluation:** |  |

**Workbook Evaluation Sheet**

**Directions:** Please rate the workbook submitted based on the indicators provided below by ticking:

**4**- Fully Evident; **3** – Mostly Evident; **2** – Partially Evident; and **1** – Little or no evidence.

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| **CRITERIA** | **Fully Evident**  **(4)** | **Mostly Evident**  **(3)** | **Partially Evident**  **(2)** | **Little or no Evidence**  **(1)** |
| Workbook is complete and with correct pagination. |  |  |  |  |
| Layout is consistent and parts are arranged logically. |  |  |  |  |
| Workbook provides a useful table of contents, glossary, and index. |  |  |  |  |
| Workbook contains valuable information relevant to the training session contents. |  |  |  |  |
| Information and directions are clearly written and explained. |  |  |  |  |
| The worksheets are able to elicit outputs related to the training course’s objectives. |  |  |  |  |
| The workbook/worksheets are user-friendly |  |  |  |  |
| Workbook contains references, bibliography, and resources. |  |  |  |  |
| Reading level is appropriate for the target users/size and format of print is appropriate |  |  |  |  |
| **OVERALL RATING (Actual Score/36x100):** |  | | | |

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| **Comment/s (if any):** |

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| **Name of Evaluator:** |  |
| **Date of Evaluation:** |  |