

# Investments Program Evaluation and Forms

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**Participants Data Acquisition** It is very important for us as a first step into assessing the effectiveness of any program to first know who we are serving, thus collecting basic demographical information about our programs participants is important. In your first program session please use the Intake Form, make sufficient copies and ask every participant to complete the form, take the completed forms to the ASPIRA office to enter them on our on-line client data base system. In addition, please ask participants to complete the General Release form. This release is necessary for using photographs taken during the training for program reports or program marketing. Program Assessment Central to the evaluation of any educational program are the instruments and procedures used to assess that program's effects. For the purpose of evaluating participants' acquisition of new knowledge as a result of this program, we have chosen two types of assessments strategies:

- Informal learning assessment techniques;
- Participants attitudinal changes towards investing

**Informal learning assessment:** For the purpose of our program the term informal assessment will be defined as techniques that can easily be incorporated into classroom routines and learning activities. Informal assessment techniques can be used at anytime without interfering with instructional time. Their results are indicative of the student's performance on the skill or subject of interest. Unlike standardized tests, they are not intended to provide a comparison to a broader group beyond the students in the local project. Because ASPIRA programs are not intended to "grade" participants we are more concern about the skill development and the acquisition of new knowledge base on the proposed learning objectives of each learning activity. Informal assessment is not casual or lacking in rigor. Formal tests assume a single set of expectations for all students and come with prescribed criteria for scoring and interpretation. Informal assessment, on the other hand, requires a clear understanding of the levels of ability the students bring with them. Only then may assessment activities be selected that students can attempt reasonably. Informal assessment seeks to identify the strengths and needs of individual students without regard to grade or age norms. For more information about informal educational assessment please read the enclosed article. Each of the program modules are divided in lessons (see Facilitators Manuals). Some lessons include exercises, but all lesson plans include Informal Learning Assessment questions. As a facilitator is your responsibility to ensure that each of the participants answer those questions to ascertain that he or she understood and assimilated the proposed learning objective. In addition, at the end of each module you should ask participants to evaluate the activity by using the "Workshop Evaluation Form". After completing the entire curriculum the facilitator should ask participants to complete the "Program Evaluation Form". The program management team will use the information provided by participants on these forms to revise program content and implementation as necessary. **Participants attitudinal changes:** One of the program participants selection criteria is the fact that they are not currently involved in any type of investment activity. Our goal is that at the end of the program they will express their interest of engaging in investment activities, then we will know that we have accomplished our goal.

## PDF files

- [Informal Assessment in Educational Evaluation](#) [2] This article provides additional information on supporting research and informal learning assessment techniques.
- Appendix A: [Participants Intake Form](#) [3] - Use this form to collect participants information
- Appendix B: [General release form](#) [4] Ask participants to complete this form to allow ASPIRA to use photos for program reporting or marketing purposes.
- Appendix C: [Program evaluation form](#) [5]
- Appendix D: [Workshop evaluation form](#) [6]

To download these files you will need [Acrobat Reader](#). [7]

**Source URL:** <http://www.aspira.org/en/investments-program-evaluation-and-forms>

### Links:

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- [2] [http://www.aspira.org/files/documents/inv\\_ed/forms/INFORMAL\\_ASSESSMENT\\_IN\\_EDUCATIONAL\\_EVALUATION.pdf](http://www.aspira.org/files/documents/inv_ed/forms/INFORMAL_ASSESSMENT_IN_EDUCATIONAL_EVALUATION.pdf)
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