**Evaluation Guidelines**

The funders of the Engineering Education Grant Scheme (EEGS) monitor the impact of the educational activities we support. This helps us determine the reach of our funded activities and understand the profile of the individuals, groups and schools engaging in activities. It also assists with reporting to our members, trustees and other organisations on the range and impact of our educational activities.

All grant recipients will be expected to provide operational data and a set of comparative numerical data. Reporting should cover the period specified in your application and be submitted three weeks after your project completes.

**Outcome report - Online**

The Outcome report records operational information about your project and general participant numbers. Your report must be completed on our online platform. Please review the questions (below) before carrying out your project to ensure you can collect all of the information required.

- **Project Summary**: Provide an overview of the project and how the objectives have been met, noting where the delivered activity differed from the proposal and the reasons for this.
- **Lessons Learnt**: Critically evaluate both the arrangements and the activity, identifying any areas you would have done differently to improve the quality of the activity and its delivery.
- **Future Plans**: If the activity will continue to be delivered, please state the arrangements in place to enable this.
- **Operational Information**: Share any information helpful to someone wishing to carry out a similar activity.
- **Feedback**: If there is anything that you’d like the funders to be aware of.

**Impact evaluation – Excel document**

Grant recipients must also collect a set of standard impact data using the ‘Evaluation Tool’ provided. The impact data will contribute to a body of knowledge about engineering enrichment activities; it is not expected for projects to score high on all evaluation criteria.

To use the Evaluation Tool, participants in your activity should be asked to answer six quick questions. For larger projects a representative sample of participants is sufficient. There are two sets of questions, adapted for participant ages, which are linked to the following impact measurements:

- How **enjoyable** was the activity?
- How much **knowledge** did they gain?
- Did they acquire new **skills**?
- Did they gain a greater **understanding** of engineering?
- Have they gained an **appreciation** of the value of engineering?
- Has their **interest/disposition** toward engineering increased?

Simply choose which set of questions you will ask, have students rate the questions on a scale of 1-4 (where 4 is the highest and 1 is the lowest), collate the answers and enter the resulting data into the Evaluation Tool, which will generate a radar diagram. The data is weighted automatically to draw out the difference between the highest and lowest scores, to more effectively show areas of strength and relative weakness. Below is a sample of data before and after weighting.
Further evaluation
Use of the Outcome Report and Evaluation Tool fulfill the basic reporting requirements for EEGS, however you may find it useful to perform more in depth qualitative and quantitative evaluation of your project. If you are new to evaluation you may find Evaluation: Practical Guidelines, a document produced by Research Councils UK, useful.