# EVALUATION PLAN
# SPANISH REGION

**COMENIUS REGIO ASSOCIATION**
**2013-1-FI1-COM13-12845**
**"ICT IN USE - EXCHANGING AND DEVELOPMENT OF WORKING PROTOCOLS TO IMPROVE THE USE OF ICT AT SCHOOLS AND THE LOCAL AREA IN OUR TWO REGIONS."**

## INTRODUCTION

Now that our Project is launched, it is necessary to plan an evaluation proposal in such a way that it allows us to value the achievement degree of the aims that we have marked in our application, its effect in the involved institutions and it is also necessary to re-direct, if it is necessary, the project the best possible way.

Given the importance the evaluation of processes has nowadays in the interest of their quality, we cannot but set out the most concrete, realistic, varied and deepest Evaluation Plan as possible. Likewise, the European Union establishes testing standards that have been incorporated into this Plan. Therefore, the aims, addresses and expected actions for the evaluation of this Association have been established. For further information concerning the developed evaluation activities and their results, you can consult the website of the project, evaluation section: http://www.comeniusregio.hol.es/

## AIMS

The **general aims** this Evaluation Plan tries to reach are the following:
1. To identify at a very first moment the development areas concerning the project in the participating institutions;
2. To stipulate valuation moments and tools concerning the level of the project´s development and generate information gathering fields that allow us to introduce the pertinent changes for a continuous improvement;
3. To determine the quality, applicability and repercussion of the activities developed in the Association;
4. To promote the evaluation culture among the participating institutions as an additional element in the development of the project;

## ADDRESSES

The addresses of the different evaluation tools are the following:
• Participating institutions;
• Families;
• Students;
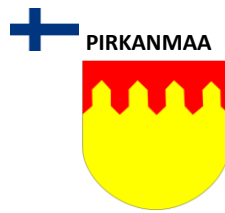• Teachers of the educational centers
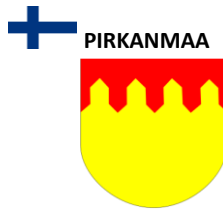
## DEVELOPMENT OF THE EVALUATION PLAN

The steps of the development of the Evaluation Plan will be the following:

- Agreement about the evaluation methodology;
- Configuration of a calendar and timing of the process;
- Identification of the fields and dimensions to evaluate;
- Development of adjusted indicators for the fields and dimensions previously mentioned;
- To determine the evaluation tools taking into account the principle of diversity;
- Localization of the target agents;
- Application of tools, to obtain the results, to analyze them and obtain conclusions and proposals.

## METHODOLOGY

- We are to use two focuses to evaluate our Project: one qualitative focus and based on the observation and the other one is quantitative based on the indicators (close and open items);
- We are to try to incorporate the co-evaluation and auto-evaluation in the evaluation process;
- We are to evaluate the processes, products and activities.

  ➢ Every brief activity will have its own questionnaire adapted to the sectors implied (different close items per activity with an open item centered on the improvement proposals):
    - Talks;
    - Workshops;
    - Internet Sessions;
    - Activities with students
  ➢ The most extensive activities will have an own questionnaire that will be wider and adapted to the involved sectors (quantitative part composed of close questions and a qualitative part composed of open questions):
    - Exchange of ICT Coordinators;
    - Mobilities;
    - ICT Family School (second year);
    - Website;
    - Exchange of ICT experiences.
  ➢ The products will be evaluated at the end of every year using the mid-term or final questionnaire:
    - Brochure and conferences of the Project;
    - Dissemination Plan;
    - Evaluation Plan;
    - Website;
    - Training material and web platform for families;
    - ICT Study;
    - Presentation of the educational models and ICT working models in our two regions.

**TIMING**

| TIMING | DATES | METHODOLOGY |
|---|---|---|
| **Beginning of the project** | September-2013 | Initial brain-storming for the planning and organization of the project |
| **At every local meeting** | Monthly | Information gathering concerning: <br> -The general development of the project; <br> -Coordination; <br> -Strengths; <br> - What can we improve? |
| **At periodical meetings of coordinators** | November-2013 <br> April-2014 <br> November -2014 <br> April -2015 | Information gathering concerning: <br> -The general development of the project; <br> -Coordination; <br> -Strengths; <br> - What can we improve? |
| **Mid-term evaluation of the project** | June - 2014 | Final evaluation of the first year 2014 <br> General Quantitative Evaluation of the areas and dimensions of the first year (with open questions for suggestions for improvement) |
| **Final evaluation of the project** | June - 2015 | Final evaluation of the project June-2015. Quantitative Evaluation of the areas and dimensions (with open questions for suggestions for improvement). |
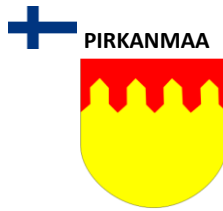
## FIELDS AND DIMENSIONS TO EVALUATE

The different fields and dimensions to be evaluated in our project are mentioned below. These fields are very linked to those aspects that have been prioritized in our project, since they have been considered to be basic aspects for its success.

**A. MANAGEMENT OF THE ASSOCIATION**
A1.Planning, coordination and management of the project in every partner regions;
A2. Participation, commitment and involvement level of the involved institutions of every region;
A3. Coordination and communication level among the involved institutions of every region;
A4. Management of the Budget of the association at every partner region;
A.5 Coordination and communication among the two partner regions
**B. DEVELOPMENT OF THE PROJECT**
B1. Achievement level of the proposed aims;
B2. Adaptation level of the activities carried out;
B3. Development level of the Dissemination Plan of the project;
B4. Adaptation of the work distribution
**C. GENERATED PRODUCTS**
C1. Their adaptation, applicability and use
C2. Dissemination level of the products
**D. IMPACT OF THE PROJECT**
D1. Profits earned in the participating institutions derived from the project
D2. Effects of the results at a regional and European level

## EVALUATION TOOLS

The use of different evaluation tools has been planned in such a way that we can get qualitative and quantitative information:
• Questionnaires;
• Analysis of the documents, minutes, products, etc.;
• Discussion groups;
• In addition to the evaluation of the project, within the internal evaluation of the participating institutions, the project will be analyzed with specific indicators and according to the usual evaluation methodology of every institution.
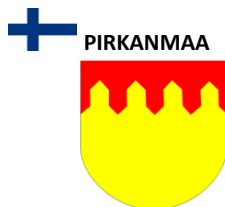
# INDICATORS OF FIELDS AND DIMENSIONS

## COMENIUS REGIO ASSOCIATION
## SAGRA BAJA (SPAIN) PIRKANMAA (FINLAND)
## 2013-1-FI1-COM13-12845
### "ICT IN USE - EXCHANGING AND DEVELOPMENT OF WORKING PROTOCOLS TO IMPROVE THE USE OF ICT AT SCHOOLS AND THE LOCAL AREA IN OUR TWO REGIONS."

| | |
|---|---|
| **PARTNER REGION** | |
| **INSTITUTION** | |
| **EVALUATION DATE** | *MID-TERM-* <br> *FINAL OF THE PROJECT* ☐ ☐ |

Make a cross "X" in the desired box. Evaluate from 1 to 5 the following aspects, where 1 corresponds to "little appropriate" and 5 "very appropriate" **The evaluation will be carried out according to the development of the Project of our region.**

## A. MANAGEMENT OF THE ASSOCIATION

| INDICATORS | Assessment | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| **A1.PLANNING, COORDINATION AND MANAGEMENT OF THE PROJECTAT EVERY PARTNER REGION , COORDINACIÓN Y GESTIÓN DEL PROYECTO EN CADA UNA DE LAS REGIONES SOCIAS.** | | | | | |
| 1. A previous and agreed general planning and timing of the project have been planned. This has been useful for the objectives of the Association. | | | | | |
| 2. The strategies and coordination mechanisms established in our region among institutions and groups have been functional. | | | | | |
| 3. The general management of the association meets the planned aspects in our project. | | | | | |
| **A2. PARTICIPATION, COMMITMENT AND INVOLVEMENT LEVEL OF THE INVOLVED INSTITUTIONS OF EVERY REGION** | | | | | |
| 1. The commitment and involvement level of the participating castitutions has been appropriate. | | | | | |
| 2. The staff participation of the institutions involved has been enough and appropriate for the aims of the project. | | | | | |
| 3. The roles developed by the coordinators of the institutions has been useful and appropriate for the suggested aims. | | | | | |

| INDICATORS | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| **A3. COORINDATION AND COMMUNICATION LEVEL AMONG THE INVOLVED INSTITUTIONS OF EVERY REGION** | | | | | |
| 1. The coordination level among the institutions and working groups has been appropriate and useful for the development of the Project. | | | | | |
| 2. The communication level of the participating institutions and the working groups has been appropriate. | | | | | |
| 3. The communication procedures and channels that have been used facilitated the communication among the different institutions and working groups. | | | | | |
| **A4. MANAGEMENT OF THE BUDGET OF THE ASSOCIATION AT EVERY PARTNER REGION** | | | | | |
| 1. The budget has been managed in an efficient way by the coordinators, allowing the development of the expected actions. | | | | | |
| 2. The management of the budget has been communicated in a clear and precise way to the participating institutions. | | | | | |
| **A.5 COORDINATION AND COMMUNICATION AMONG THE TWO PARTNER REGIONS** | | | | | |
| 1. The involvement and coordination level of both partner regions has been appropriate. | | | | | |
| 2. The communication among the coordinators of both partner regions has been carried out regularly and efficiently. | | | | | |
| 3. The information provided by the coordinator of the Project to the different institutions has been appropriate and enough. | | | | | |

**SUGGESTIONS FOR IMPROVEMENT**

# B. DEVELOPMENT OF THE PROJECT

| INDICATORS | Assessment | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| **B1. ACHIEVEMENT LEVEL OF THE PROPOSED AIMS** | | | | | |
| 1. The planned aims in the first year have been operational and feasible. | | | | | |
| 2. The goal to improve the ICT training of the staff of the institutions has been achieved. | | | | | |
| 3. The Exchange of ideas and persons concerning the ICT has been facilitated promoting innovation. | | | | | |
| 4. Different materials and products have been generated to facilitate the ICT development and incorporation into the institutions. | | | | | |
| **B2. ADAPTATION LEVEL OF THE ACTIVITIES CARRIED OUT** | | | | | |
| 1. The activities developed to date have been adjusted to the planned aspects and they have been appropriate and functional to respond the planned aims. | | | | | |
| 2. The activities have been aimed to all the target groups. | | | | | |
| 3. The Project meetings have been enough and operational. | | | | | |
| 4. The mobilities (inter-centers and internationally) have encouraged the exchange of ideas and innovation. | | | | | |

| B3. DEVELOPMENT LEVEL OF THE DISSEMINATION PLAN OF THE PROJECT | | | | | |
|---|---|---|---|---|---|
| 1. A concrete plan has been defined for the dissemination of the Project. | | | | | |
| 2. Every partner has spread the Project, its activities and results sufficiently within his/her own institution using different means and activities. | | | | | |
| 3. The project, its activities and results have been spread sufficiently to the whole community using different activities and mass media. | | | | | |
| **B4. ADAPTATION OF THE WORK DISTRIBUTION** | | | | | |
| 1. The organization in working groups has facilitated the development of the activities of the project. | | | | | |
| 2. The distribution of work among the different institutions and working groups has been functional and appropriate. | | | | | |

**SUGGESTIONS FOR IMPROVEMENT**

# C. GENERATED PRODUCTS

| INDICATORS | Assessment | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| **C1. THEIR ADAPTATION, APPLICABILITY AND USE** | | | | | |
| 1. The developed products, in general, have responded to the expected needs in our project and have been useful for the institutions. | | | | | |
| 2. Products adapted to every target group have been developed. | | | | | |
| 3. The website offers clear and sufficient information concerning the project. | | | | | |
| 4. The institutional plans concerning the evaluation and dissemination have been functional. | | | | | |
| 5. The tutorials of the training workshops have allowed you to increase the training of the participants in the ICT field. | | | | | |
| 6. The repository of materials has facilitated the exchange of methodologies and ideas and innovation. | | | | | |
| 7. The didactic units of the family schools are clear and useful to improve the training of families regarding new technologies. | | | | | |
| 8. The study regarding the ICT needs of the centers has been useful for the detection of needs and implementation of the ICT Plans of the centers. | | | | | |
| **C2. DISSEMINATION LEVEL OF THE PRODUCTS** | | | | | |
| 1. The website of the project allows the participants to have an easy and simple access to the different products of the project. | | | | | |
| 2. Every partner has spread the developed products sufficiently within his/her institutions using different means. | | | | | |

**SUGGESTIONS FOR IMPROVEMENT**

# D. IMPACT OF THE PROJECT

| INDICATORS | Assessment | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| **D1. PROFITS EARNED IN THE PARTICIPATING INSTITUTIONS DERIVED FROM THE PROJECT** | | | | | |
| 1. The project has generated a common interest in all institutions to improve the ICT implementation level as an element of quality improvement. | | | | | |
| 2. The families have increased their ICT training level and their commitment of a responsible ICT use has also increased. | | | | | |
| 3. The local bodies and associations of families have incorporated to a greater extent the ICTs in their activities. | | | | | |
| 4. The students have increased their knowledge concerning the European reality and they have shared experiences with other students from another country. | | | | | |
| 5. The participating teachers have had the opportunity to live, share and apply innovative ideas and projects linked to the ICTs at a national level as well as a partner region level. | | | | | |
| 6. A flow of ideas and persons among the different participating educational centers has been generated which has allowed you to incorporate new ideas and projects in the teaching practice. | | | | | |
| **D2. EFFECTS OF THE RESULTS AT A REGIONAL AND EUROPEAN LEVEL** | | | | | |
| 1. The European dimension has been strengthened in the participating institutions. | | | | | |
| 2. The collaboration and Exchange relations have been strengthened among the participating educational centers and the local institutions in the project of every partner region. | | | | | |
| 3. The collaboration relations have been increased among the educational centers and institutions of both partner regions. | | | | | |
| 4. An exchange program of staff related to education has been developed among regions that will continue after the project. | | | | | |
| 5. New working and exchange suggestions have been developed among institutions of the two regions after the carrying out of the project. | | | | | |
| **SUGGESTIONS FOR IMPROVEMENT** | | | | | |
| | | | | | |