

Evaluation

Infinite Arts checklist

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What is evaluation?

Evaluation compares what you've done with what you set out to do and assesses the value of the project from different perspectives including your own.

Why should you evaluate your projects?

- To value the thoughts and feelings of the participants
- To inform project development both during and after the project
- To influence future projects and practice
- To provide information to funders and others

Who should be involved?

The evaluation process should involve teachers, artists, pupils and anyone else who is involved in the project. It should be as inclusive as possible so that everyone can have their say.

What does it involve?

Planning the evaluation	allocate time and funds to allow you to do it. Decide between you who it is for and what form it should take
Collecting data and evidence	There are lots of methods and techniques for gathering information, thoughts, views and feedback as your project progresses. You need to agree the best methods for your participants and your project. (See Monitoring and documenting sheet)
Reviewing and reflecting	At the end of each session it can be useful for the teacher and artist to take five or ten minutes to discuss how you feel the session went. It can be useful to review some of the documentation from the previous or earlier sessions prior to the next session.
Analysing the evidence	You need to allow time to look at what you have gathered, to re-read your observations and to draw conclusions from what you have seen or been told.
Making recommendations for the future	Based on your conclusions you can make recommendations and plans for future actions, new projects, new directions

Reflective Practice

Your review process should be ongoing and should allow you to reflect on what you have seen, and on what others have told you both during and after the project.

Sharing the findings

It is important to share feedback and if you are working with an external evaluator remember to send copies of anything you gather to them. They can then use this information in their report.