

Appendix 13: Internal evaluation form

| INTERNAL EVALUATION FORM FOR TEACHERS AND ORGANISERS | | | | | |
|---|----------|---|---|---|----------------|
| TO HELP US TO IMPROVE THE EVENT, WE WOULD BE GREATFUL IF YOU COULD COMPLETE THE FOLLOWING QUESTIONS | | | | | |
| DID THE EVENT MEET YOUR EXPETCTATIONS ? | | | | | |
| COULD YOU MEET YOUR YOUR INTENDED AIMS & LEARNING OUTCOMES AS A TEACHER / TUTOR | | | | | |
| ANY COMMENTS | | | | | |
| HOW INTERESTING WAS THE COURSE? PLEASE CIRCLE THE APPROPRIATE NUMBER | 1 BAD | 2 | 3 | 4 | 5 EXCELLENT |
| ANY COMMENTS | | | | | |
| HOW WAS THE QUALITY OF: PLEASE CIRCLE THE APPROPRIATE NUMBER | | | | | |
| OVERALL ORGANISATION | 1 | 2 | 3 | 4 | 5 |
| PREPARATION OF WORKSHOP | 1 | 2 | 3 | 4 | 5 |
| Onsite organisation | 1 | 2 | 3 | 4 | 5 |
| Catering | 1 | 2 | 3 | 4 | 5 |
| Location and room arrangements | | | | | |
| • lecture hall | 1 | 2 | 3 | 4 | 5 |
| • workshop facilities | 1 | 2 | 3 | 4 | 5 |
| • clinical setting | 1 | 2 | 3 | 4 | 5 |
| Technical support | | | | | |
| • In lecture hall | 1 | 2 | 3 | 4 | 5 |
| • In clinical setting | 1 | 2 | 3 | 4 | 5 |
| • During live transmission | 1 | 2 | 3 | 4 | 5 |
| Equipment for hands-on training | | | | | |
| • Endoscopes | 1 | 2 | 3 | 4 | 5 |
| • Accessories | 1 | 2 | 3 | 4 | 5 |
| • Dummies | 1 | 2 | 3 | 4 | 5 |
| Personel | | | | | |
| • Administrative staff | 1 | 2 | 3 | 4 | 5 |
| • Supporting technical staff | 1 | 2 | 3 | 4 | 5 |
| • Clinical staff | 1 | 2 | 3 | 4 | 5 |
| • Others: | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Audience / participants <ul style="list-style-type: none"> • Adequate number od participants • Expected level • Others: | 1 | 2 | 3 | 4 | 5 |
| Programme <ul style="list-style-type: none"> • Overall quality • Balance between theory and practice • Selectin of cases • Others: | 1 | 2 | 3 | 4 | 5 |
| ANY COMMENTS TO THE ABOVE: | | | | | |
| DO YOU HAVE ANY SUGGESTIONS FOR IMPROVEMENTS? | | | | | |
| ANY OTHER COMMENTS | | | | | |