

Student Evaluation Summary Report

Completed by the instructor based on all student class evaluations.

Use a separate sheet for each training.

**This form required by contract.
See Special Terms and Conditions – Record Maintenance.**

TRAINING PROGRAM NAME		TRAINING PROGRAM NUMBER
PRIMARY CONTACT PERSON'S NAME AND PHONE NUMBER (INCLUDE AREA CODE)		
COURSE	DATE	NUMBER OF STUDENTS
PHYSICAL ADDRESS OF CLASS	INSTRUCTOR NAME(S)	

Summary of Evaluations

Indicate the average response to class evaluations with the statements below*:

1 = Strongly Agree 2 = Agree 3 = Neutral 4 = Disagree 5 = Strongly Disagree

* Round up .5 or above. See instructions for further explanation.

STATEMENT	1	2	3	4	5
The objectives of the training were clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The content was organized and easy to follow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The trainer was knowledgeable about the training topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The trainer was well prepared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation and interaction were encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The training objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The materials distributed were helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The meeting room and facilities were adequate and comfortable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

INSTRUCTOR COMMENTS

Instructions

This form, or one that collects the same information, is required per your contract in the Special Terms and Conditions section on Records Maintenance. It must be filled out by the instructor for each class and then maintained by your business per contract Terms and Conditions.

Training Program Name:

The primary business name of your training program. Depending on your contract, it may be the “doing business as” name.

Training Program Number:

Your training program number that appears on approval letters and certificates.

Primary Contact Person’s Name and Phone Number:

This is the person who is listed on your contract as the main contact person for your training program.

Course:

The name of the course as it appears on the certificate (i.e. Orientation and Safety, Core Basic, etc.)

Date:

The date student(s) filled out the class evaluation survey.

Number of Students:

The number of students who attended the class.

Physical Address of Class:

The location that the class was taught. **Must provide the physical address (including city) on this form.**

Instructor Name(s):

The person, or persons, who actually taught the class.

Summary of Evaluations:

This represents the **average** student response for each question.

- Round-up averages ending in .5 or above to the nearest response. For example, if responses to the first question were 5, 4, 3, 2, 4, and 4, the average would be 3.6. You would check the box in the Number 4 column as the average response.
- Round-down averages ending in .49 or below to the nearest response. For example, if responses to the first question were 1, 2, 2, 5, 5, and 5, the average would be 3.3. You would check the box in the Number 3 column as the average response.