



Evaluation material, mentoring of students

The head of unit / -department is responsible for that the evaluation is done according to an agreed timetable

Before the student answers a survey, they need to get information about how to respond to the survey. It is preferable that the information is given before they enter the computer room. Multiple education groups can be informed at the same time. The following points must be dealt with:

1. Why we evaluate

- In order for Axxell to be able to improve the activities it is important to get feedback from the students
- Evaluation is a part of Axxell's quality work
- The evaluation is a tool for the students to be able to affect their school day, education etc. and to get their voice heard

2. How the collected material will be used and why:

- The surveys will be replied at all the units. At the beginning of the education the Head of Unit/-department will give the students information about what surveys they shall respond to throughout their education
- One shall not see from the summary of the answers to the surveys who has answered to the questions. The answers must be dealt with and read anonymously. If the group that answers the survey is small (<5) the answers will be put together with another group within the same education
- Head of Unit/-department is responsible that the information from the summary of the survey will reach both the staff and the students
- We aim to improve our activity with the help of the answers from the survey. The answers are followed up and we inform our students about how the development work proceeds and what actions are made/have been made

3. How the survey should be answered

- At the beginning of the education everybody receives a document with all the evaluations by e-mail. The students save the document on their own space and fill in group in all the basic information as a sample. The basic information is always the same and is in the beginning of each survey
- The basic information should be filled in with care. The group (from Primus) must be correct, if it is written wrongly the answers cannot be taken into consideration. Write the name of the group on the board as a supportive measure. This will give the students who have forgotten to bring their booklet with them to write the name of the group from the board.
- The person who is mentoring the group in the computer room, sends a link to the students e-mail through Wilma
- Remind the students that the answers must be accurate
- The students must answer seriously in order for the organisation to get information about what is good and what needs to be improved
- Thank the students for their response

Feedback to the students

- The Head of Unit/-department takes a stand to the results and what actions should be taken
- The percentage of the division of the answers/the summary of the survey can be presented (but not shared) to the students in such a way that nobody can identify who has answered the survey. The answers to the open questions are not shown
- More information about the evaluationsystem is provided by the Head of Unit/department or the coordinator of management systems

A Sample for how the evaluation can be used

Note! All students do not fill in all the surveys, the Head of Unit/ - department makes a schedule and chooses target groups together with the Head Teacher

S1	Initial evaluation	Period 1 (preferably the first 2 weeks), first year, all students evaluate
S2	Study mentoring	Students evaluate 2 times during their education
S3	Responsibility for my studies	Students evaluate 2 times during their education/ The survey is used by the "own teacher"/mentoring teacher as a basis for discussion
S4	The study environment	The students evaluate every year. If necessary the same group can be evaluated multiple times
S5	On the Job Learning - Period	Students evaluate 2 times during their education. The same modul is evaluated 2 years in a row
S6	The content of the education	The students evaluate the content of the module/course 1 time/year. The same module/course is evaluated 2 years in a row
S7	Boarding school	The student evaluates 1 time/year, in the evening (the boardins school supervisor supervises
S8	Combi studies and double examinations	the students evaluate 2 times during their education (e.g. period 4)
S9	E-learning	The students evaluate the content of the module/course
S10	/Concluding evaluation	All students evaluate at the end of their education
L1	On the job learning, the teachers view	The teacher(s) mentoring the On the job learning evaluates
L2	The content of education, the teachers view	The teachers that has been teaching in the module/course (S6) evaluates



EVALUATION SCHEDULE



Fill in the grey fields

Unit:

Scheduled evaluations

Remember to book the computer room

The Head of Unit/ - department builds a schedule together with the Head Teacher

	Period 1	Period 2	Period 3	Period 4	Period 5
Year 1	S1				
Year 2					
Year 3					S10

Timetable for when the evaluations should be made

P1 (v. 40-41), P2 (v.47-48), P3 (v. 6-7), P4 (v. 14-15), P5 (v. 21-23)

Period 1 (v. 40-43) the following evaluations are made

Chosen evaluations	Groups that take part in the evaluation (from Primus)

Period 2 (v. 47-48) the following evaluations are made

Chosen evaluations	Groups that take part in the evaluation (from Primus)

Period 3 (v. 6-7) the following evaluations are made

Chosen evaluations	Groups that take part in the evaluation (from Primus)

Period 4 (v. 14-15) görs följande utvärderingar: / the following evaluations are made

Chosen evaluations	Groups that take part in the evaluation (from Primus)

Period 5 (v. 21-23) the following evaluations are made

Chosen evaluations	Groups that take part in the evaluation (from Primus)

The filled document is sent to CA assistant, a copy is sent to Agneta Evers; Coordinator for management systems



Utvärderingsplan för enheterna 2012-2014: LP och fri bildning

LP:

Pargas

Ansvarig: Susanne Karlsson

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1			S4, S6, (S7)	
2		S4, S5/S6, (S7)			S5
3		S4, S5/S6, (S7)		S10	S10

Ekenäs

Ansvarig: Krister Stenroos

Fågelsången

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6, (S7)		
2		S4, S6(slutet)			S5/S6, (S7)
3		S4, S5, (S7)			S5/S6; S10
4		S10, S5 (SP)			

R5

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6, (S7)		S5, merk
2		S4, S6, (S7)		S5,	
3		S4, S6 merk	S4, S5 dat, när	S10, alla, (S7) S6, dat, när	

Karis

Ansvarig: Camilla Grundström

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6, (S7)		
2		S4, S6, (S7)			
3	S4, S5, vvs, metall, kock b S6, bil, fri, kock a (S7)		S4, S5, bygg, bil, fri, kock a S6, vvs, metall, kock b		S10, S5, vvs, metall, bil, fri, kock S6, bygg

Aboe Mare

Ansvarig: Robert Stolpe

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S5, S4, S6 (slutet)		
2		S4, S6 (början)			
3	S4, S5 (slutet)				S10, S6



Utvärderingsplan för enheterna 2012-2014: LP och fri bildning

Överby

Ansvarig: Ann-Marie Rosenqvist-Berg

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6 (slutet) (S7)		
2		S4, S6, (S7) (början)			S5 (slutet)
3	S4,S6/S5, (S7)				S10, S6/S5

Brusaby

Ansvarig: Tomas Björkroth

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6 (slutet) (S7)		
2		S4, S6, (S7)			
3	S6, Djur, Häst	S4, S5, (S7) (lant, skog)	S4,S5, (S7) (djur, häst)	S10? djur, häst, lant	S5, (S7), S10 skog

Fri Bildning: Långa kurserna

Lappfjärd

Ansvarig: Håkon Hesthammer

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6, (S7)		S10, S6, (S7)

Kuggom

Ansvarig: Marina Åkermark

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6, (S7)		S10, S6, (S7)

City

Ansvarig: Tom Björklund

Åk	Period 1	Period 2	Period 3	Period 4	Period 5
1	S1		S4, S6		S10, S6

Obligatoriska utvärderingar 2012-2014:

S1	Initial utvärdering
S10	Avslutande utvärdering
S4	Studiemiljön
S5	Inläring i arbete-perioden
S6	Undervisningens innehåll (modulnivå)
(S7)	Internat)