The purpose of your review of course is to assess its effectiveness, with the principal issue being whether the course achieves its stated purpose. To make this assessment, you are asked to evaluate the course materials which consist of the Instructor Guide, Participant Guide, Course Design Document and any ancillary guides, handbooks and job aides. Your objective is to determine if and to what extent they meet the nine performance standards detailed in this form.

The results of your review will be documented on two forms:

**Desk Review Form**

Describe both *whether* and *how* the course meets each performance standard and what actions the training partner (i.e., course developer) should take to better meet the standard. Please be thorough and specific in your comments and avoid answers that incorporate by reference (e.g., *See my response under Standard 3*). For each performance standard, you are also asked to rate the extent to which the course conforms to the standard, on a scale from 1 to 5, with 1 being non-conforming or least conforming and 5 being fully or completely conforming.

**Issue Log**

Record and characterize any recommendations you provide on the Review Form according to the underlying issue giving rise to the recommendation, the location of the issue in the course materials, the seriousness of the recommendation (***critical***, ***important***, or ***discretionary***), and the performance standard to which it relates. Each recommendation for corrective action or improvement must be supported by your reason(s) for the recommendation, which may include a citation to relevant authority or an articulation of the logic for your belief that a change is warranted. Your reason for each recommendation is recorded in the **Rationale/Reference** column.

Since the focus of your review is on the course’s substantive content, it is not necessary to cite grammar and punctuation errors unless they are so pervasive that the credibility of the course is substantially diminished. Lastly, your review should not include opinions regarding the propriety or legitimacy of the course’s stated goal or purpose. Whether the course has merit is public policy issue and is thus beyond the scope of this review.

Instructions for accessing the course materials are provided in your assignment letter or separate e-mail.

Please complete and return your evaluation forms by the suspense date identified in your assignment letter. Should you have additional questions during the review process, please contact **Acclaro Program Manager Will Schroeder** at **443-226-1536,** or via email at[**wschroeder@acclaroinc.net**](mailto:wschroeder@acclaroinc.net)**.**

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **Reviewer:** | | **Date(s) of Course Review:** | | **Training Partner** | |

**1. Alignment**

Standard: The course goal/statement of purpose, learning objectives, target audience, course description, prerequisites, and content are appropriate and aligned.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | |
| * *Course Goal or Purpose Statement* * *Learning Objectives* * *Target Audience* | * *Course Description* * *Pre-Requisites* * *Content* | | | | |
|  | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | |
| The course goal/statement of purpose, learning objectives, target audience, course description, prerequisites, and content are appropriate and aligned. | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 2. Learning Objectives

## Standard: The terminal and enabling learning objectives are clear and complete. The enabling learning objectives support the achievement of the terminal objectives.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * *Terminal learning objectives* | * *Enabling learning objectives* | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The terminal and enabling learning objectives are clearand complete. The enabling learning objectives support the achievement of the terminal objectives. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 3. Content

## Standard: The content is relevant and not overly duplicative. It is logically and intuitively organized, makes effective use of visual aids, and has summary sections that emphasize key learning points.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * *Content is relevant and not overly duplicative* * *Content is logically and intuitively organized* | * *Content makes effective use of visual aids* * *Summary sections emphasize key points* * *Allotted time is appropriate for the content* | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The content is relevant and not overly duplicative. It is logically and intuitively organized, makes effective use of visual aids, and has summary sections that emphasize key learning points. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

**4. Exercises and Breakout Sessions**

## Standard: The practical application exercises and/or group breakout sessions are sufficiently explained and contribute to the attainment of the learning objectives.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| Exercises are sufficiently explained | Exercises contribute to the attainment of the learning objectives | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The practical application exercises and/or group breakout sessions are sufficiently explained and contribute to the attainment of the learning objectives. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 5. Assessments

## Standard: The course assessments are sufficiently explained and are clearly tied to the course’s learning objectives and allow the learner to demonstrate mastery of the course content.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| Assessments are sufficiently explained | Questions can be clearly tied to learning objectives, with all learning objectives represented and assessed | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The course assessment is sufficiently explained and are clearly tied to the course’s learning objectives and allow the learner to demonstrate mastery of the course content. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 6. Accuracy

## Standard: The content of the course, including facts, figures, and policy statements, is complete, accurate, current, and substantiated with references to credible sources and methods.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Course content including facts, figures, and policy statements, is complete, accurate and current | Course content is substantiated with references to credible sources and methods | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The content of the course, including facts, figures, and policy statements, is complete, accurate, current, and substantiated with references to credible sources and methods. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 7. Objectivity

## Standard: The information in the course materials is impartial and non-offensive, and conclusions are supported with unbiased evidence.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Information in the course materials is impartial and non-offensive | * The conclusions are supported with unbiased evidence | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The information in the course materials is impartial and non-offensive, and conclusions are supported with unbiased evidence. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 8. Clarity

## Standard: The course materials use plain language, clear explanations, and define technical terms, abbreviations, and acronyms.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Plain language * Clear explanations | * Define technical terms, abbreviations and acronyms | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| The course materials use plain language, clear explanations, and define technical terms, abbreviations, and acronyms. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

# 9. Safety

**Standard:** Potential safety risks associated with the course are identified and effectively managed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Please describe the extent to which this course meets the standard. Include each element of the standard:* | | | | | | |
| * Safety risks identified | * Safety risks effectively managed | | | | | |
|  | | | | | | |
| *Please list any actions the training partner should take to better meet this standard.*     3. (continue as necessary) | | | | | | |
| *In the attached Issues Log please note specific items that you think should be addressed.* | | | | | | |
| *Please assign a rating as follows: The course meets the standard:* | | | | | | |
| Potential safety risks associated with the course are identified and effectively managed. | | Not at all |  | Somewhat |  | Completely |
| 1 | 2 | 3 | 4 | 5 |

**Other/Misc.**

|  |
| --- |
| *Please describe the issue or concern.* |
| *Please list any actions the training partner should take to address the issue.*     3. (continue as necessary) |
| *In the attached Issues Log please note specific items that you think should be addressed.* |