# C:\Users\taneisha.ingleton\Desktop\NCEL Logo.jpg

# THE EFFECTIVE PRINCIPALS’ TRAINING PROGRAMME [EPTP]

# ASSESSMENT FEEDBACK FORM

The National College for Educational Leadership is committed to continuous quality improvement in all provided services. In order to monitor our progress and the level of participant satisfaction it is important that we receive regular feedback. We ask for your assistance by completing the following form at the conclusion of your site assessment. Your feedback is essential for the improvement of our programme.

Please return this form by email to the [ncel@moey.gov.jm](mailto:ncel@moey.gov.jm) or mail directly to the:

Programmes Officer

National College for Educational Leadership

Ministry of Education

2 - 4 National Heroes Circle

Third Floor, Building One

Kingston 4

EPTP ASSESSMENT FEEDBACK FORM

|  |  |
| --- | --- |
| **Name of Participant:** | **Affiliation:** |
| **Name of Assessor:** | **Date of Assessment:** |

This form should be used for feedback regarding your site assessment. This should reflect feedback regarding the site assessor and the assessment itself, and not your overall satisfaction with the programme. This information is confidential and will be shared with the assessors only as part of their evaluation, and in abstract without any mention of your name. Please check the boxes you deem most appropriate to your experience with the assessor. Please add any comments, positive or negative, in Box #8 below. Thank you in advance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant’s Feedback Regarding Assessment:** | **Excellent** | **Satisfactory** | **Needs Improvement**  **(Please explain below)** |
| 1. The assessor clearly articulated the purpose of the assessment. |  |  |  |
| 1. The assessor displayed a positive disposition during the assessment process. |  |  |  |
| 1. The assessor was prepared and organized. |  |  |  |
| 1. The assessor possessed technical knowledge of all aspects being assessed. |  |  |  |
| 1. The assessor paid keen attention to detail. |  |  |  |
| 1. The assessor appeared objective/fair. |  |  |  |
| 1. The assessor is open to questions, explanations, and clarifications. |  |  |  |
| 1. Thank you for completing this form. Please add any candid comments (specifically where improvement is suggested): | | | |

**FOR INTERNAL USE ONLY**

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| **Programmes Officer’s Feedback Regarding the Training Assessment Report.** | **Excellent** | **Satisfactory** | **Needs Improvement**  **(Please explain below)** |
| 1. The Training Assessment Reports are submitted within the specified timeframe. |  |  |  |
| 1. Assessment findings and conclusions are presented in a logical and orderly manner. |  |  |  |
| 1. Training Assessment Reports are completed and properly edited. |  |  |  |
| **Comments:** | | | |