

## **CLASS ACTION PROGRAM EVALUATION POLICY**

It shall be the policy of the Class Action Program to include a Student and Teacher evaluation assessment of the program to address program effectiveness. Evaluation methods and assessment administration procedures and tools are described herein.

### **Student Evaluation Component**

The student evaluation will be conducted using a pre-test/post-test method. The purpose of this assessment is to measure increased knowledge through program participation. This assessment survey will be administered to all multi-session classes as this is the desired method of assessing the Class Action Program. Student assessment is not required for single program presentations, although an activity report is requested within 30 days of such class.

#### **Administration instructions:**

- The Class Action instructor will instruct the students to tear out the perforated Student Assessment Surveys at the beginning of the first session and prior to discussion of any class material. The surveys are located in the front and back of the workbook, respectively. The instructor will then collect the Post Test Survey from each student while the students take the Pre Test.
- Students will number their tests and place their school name and class (History, Government, etc.) at the top of the questionnaire.
- Instructor will stress to the students the importance of answering the questions truthfully and discuss the fact that their score will have no impact on their class participation, nor will it be used to determine “passing” or “failing” the program.
- Upon completion of the pre-test, students will exchange surveys and score the other student’s paper. The number of questions missed will be placed at the top of the paper, and the instructor will collect all surveys.
- At the completion of the Class Action Program, the instructor will hand back the Post Test Assessment and instruct the students to follow the same method used for the Pre Test to complete and grade the Post Test.
- All surveys will be recorded and tabulated by the instructor.
- The instructor will submit class scores within 30 days to the Class Action central office in Richmond. Send to: Office of the Attorney General, 900 East Main Street, Richmond, Virginia, 23219; Fax: (804) 786-9907; Phone: (804) 786-8192; Email: [vaclassaction@oag.state.va.us](mailto:vaclassaction@oag.state.va.us).

# CLASS ACTION STUDENT ASSESSMENT

For use with multi-session programs

Instructor: \_\_\_\_\_ Class Date(s): \_\_\_\_\_  
School Name: \_\_\_\_\_ County: \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_  
Total Number of Students: \_\_\_\_\_

Please fill out this form for each class taught. For each question, please list the number of students that answered the question wrong, unsure. Count blank answers as unsure.

	<b><u>Pre-Test</u></b>		<b><u>Post-Test</u></b>	
	<u>Wrong</u>	<u>Unsure</u>	<u>Wrong</u>	<u>Unsure</u>
Question 1:				
Question 2:				
Question 3:				
Question 4:				
Question 5:				
Question 6:				
Question 7:				
Question 8:				
Question 9:				
Question 10:				
Question 11:				

For each of the questions below, list the number of responses for each choice.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Question 12:				
Question 13:				
Question 15:				
Question 16:				

## CLASS ACTION INSTRUCTORS ACTIVITY REPORT

For use with single session programs

Instructor: \_\_\_\_\_ Class Date: \_\_\_\_\_  
School Name: \_\_\_\_\_ County: \_\_\_\_\_  
Grade Level: \_\_\_\_\_ Subject: \_\_\_\_\_  
Total Number of Students: \_\_\_\_\_