# Pilot Test Instructions

## Administering a pilot test

1. Create a pilot test using the questions listed in the pilot test instructions or similar questions, allowing for yes/no responses, written comments, or Likert scale responses where necessary.
2. Identify a group of at least five individuals from the social work and behavioral health professions to serve as pilot testers.
3. Give the pilot test instructions and pilot test questionnaire to the group before they begin the course.
4. Present the course in its entirety—including any pretest and posttest—to the pilot testers exactly as it will be presented to course participants.
5. Summarize and analyze the results, adding comments and indicating areas of concern or areas needing change, etc. This process must be completed by the social work consultant or the CE director.
6. Adjust the course content, course structure, materials, amount of CE credit offered, etc., as needed, based on the results.

## Instructions for the pilot test group

1. Take the course that is being pilot tested. Be sure to track the exact start and end times of the educational portion of the course as well as the exact start and end times of the posttest. Time should be listed in total hours and minutes on the form.
2. After completing the course, complete the pilot test questionnaire.

## Pilot test questions

Course timing and credit
1. Is the estimated number of continuing education credits for this course accurate?
2. How long did it take you to complete the education portion of this course? Answer must be in exact minutes and hours.*
3. How long did it take you to complete the posttest for this course? Answer must be in exact minutes and hours.*

Course content and supporting materials
4. Please indicate what social work educational areas the course content is focused on. Check all that apply.
   a. Theories and concepts of human behavior in the social environment
   b. Social work practice, knowledge, and skills, including
      • Social work research, programs, or practice evaluations
      • Social work agency management or administration
      • Development, evaluation, or implementation of social policy

- Social work generalist practice
- Social work clinical practice
- Diversity and social justice
  c. Ethics
  d. Other (Please specify.)
5. In your opinion, who is the target audience for this course?
6. Using the definitions below, please identify the content level of the course material.
   a. Beginning (introductory material)
   b. Intermediate (adds to knowledge of professionals with some experience working in the content area)
   c. Advanced (addresses complex issues for experienced professionals working in the content area)
7. Was the course content useful for your practice or other professional development?
8. Did the course content meet your expectations?
9. Was the course content current?
10. Do the learning objectives fulfill the following criteria?
    a. are measurable or observable
    b. are behavioral
    c. describe a skill or knowledge that the participant will be able to demonstrate after completing the course
    d. relate to the course content
11. After completing the course, are you able to fulfill the learning objectives listed below? (Provider, list all learning objectives.)
12. Do the supporting materials (references, bibliography, handouts) fulfill the following criteria?
    a. are accurate
    b. support the level of course material (beginning, intermediate, advanced)
    c. extend the learning
13. Do you have any recommendations for additional content or material development?

Course content and supporting materials
14. How did you participate in this course?
15. Was the course structure effective in presenting the course material?
16. Describe any interactive aspects of the course (indicate N/A if no interaction)
17. Were interactive aspects of the course structure used effectively in the presentation of the course?
18. Was the subject matter presented clearly?
19. Did the course effectively address the issues presented?
20. Did the instructor/author fulfill the following criteria?
    a. presented the course content effectively
    b. was responsive to participants
21. Do you have any recommendations for instructional presentation or design?

Effectiveness of posttesting

22. Do the posttest questions fulfill the following criteria?
    a. are related to the course content
    b. are related to the learning objectives
    c. are appropriately difficult for the identified course level
23. Did you have to complete the course in order to answer the posttest questions?
24. Is the number of posttest questions adequate for the length of the course?
25. Was the structure of the posttest questions sufficiently varied?
26. Do you have any recommendations for posttest development?

Course technology

27. Does the course technology fulfill the following criteria?
    a. supports participant learning
    b. is user-friendly
    c. works properly
28. Overall rating of course technology
29. Do you have any recommendations for course technology?

Course administration

30. What disability accommodations were requested?
31. How were requested needs accommodated?
32. Was administration of the program smooth and user-friendly?
33. Were you informed about how to discuss a concern or make a complaint?
34. Were program administration questions or concerns addressed to your satisfaction?
35. Do you have any recommendations for course administration?

Other pilot tester recommendations:

*This question must be asked on all pilot tests for reading-based courses or hybrid courses that include reading-based material as part of the course. The question is also required for any other distance learning course where a provider wants the time it took to complete the posttest to be counted toward CE credit.