

Pilot Test SAMPLE

INSTRUCTIONS TO THE PILOT TEST GROUP

1. Take the course which 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. Approximates or averages will not be accepted as a valid pilot test response.
2. After completing the course, read each question below and write your answer in the column to the right of the question.
3. If you want to add comments extending beyond the space available, simply hit the “enter” key at the end of a line and the space for that line will increase.

COURSE DEVELOPMENT CHECKLIST	
Name of CE provider: (Organization name)	
ACE Provider # (number)	
Date:	
Pilot tester name:	
Pilot tester professional qualifications:	
Pilot tester educational background:	
Course Timing and Credit	PILOT TESTER COMMENTS
1. Course title: (title)	
2. Course delivery format: (format)	
4. How many CE credits are assigned to the course?	
5. How long did it take you to complete the education portion of this course? Answer must be in exact minutes and hours.	
6. How long did it take you to complete the posttest for this course? (if applicable) Answer must be in exact minutes and hours.	
7. Is the estimated number of continuing education credits for this course accurate?	
ACE guidelines for word/count; the number of post test questions/CE credits: 1 CE credit = minimum 6,000 words (printed or online article or book) per 1 hour of credit 1 CE credit = 10 questions 2 CE credits = 15 questions 3 CE credits = 20 questions For every additional 6,000 words: add 5 additional post test questions, and 1 additional hour of CE credit	
Course content and supporting materials	
8. The course content is focused on one or more of the following social work knowledge, skill, and ability areas (indicate which one(s)):	
a. Assessment, diagnosis and treatment planning	
b. Communities and groups	
c. Human development, diversity and behavior in the environment	
d. Individuals, couples, families and children	
e. International issues	
f. Program administration (specific to social work or general behavioral health fields)	
g. Professional relationships, values and ethics	
h. Psychotherapy, clinical interventions and case management	
i. Public administration and social policy	
j. Social work research, programs and evaluation	
9. In your opinion, who is the target audience for this course?	
10. 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)	
11. Was the course content useful for your practice or other professional development?	
12. Did the course content meet your expectations?	
13. Was the course content current?	
14. Do the learning objectives fulfill the following criteria? a. are measurable and/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	
15. After completing the course, are you able to fulfill the learning objectives listed below? (list all learning objectives.)	
16. 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	
17. Do you have any recommendations for additional content or material development?	
Course content and delivery	
18. How did you participate in this course?	
19. Was the course structure effective in presenting the course material?	
20. Describe any interactive aspects of the course (indicate N/A if no interaction)	
21. Were interactive aspects of the course structure used effectively in the presentation of the course?	
22. Was the subject matter presented clearly?	
23. Did the course effectively address the issues presented?	
24. Did the instructor/author fulfill the following criteria? a. presented the course content effectively b. was responsive to participants	
25. Do you have any recommendations for instructional presentation or design?	
Effectiveness of posttesting	
26. Do the posttest questions fulfill the following criteria? a. are related to the course content b. are related to the learning outcomes c. are appropriately difficult for the identified course level	
27. Did you have to complete the course to answer the posttest questions?	
28. Is the number of posttest questions adequate for the length of the course?	
29. Was the structure of the posttest questions sufficiently varied?	
30. Do you have any recommendations for posttest development?	

Course technology	
31. Does the course technology fulfill the following criteria?	
a. Supports participant learning	
b. Is user-friendly	
c. Works properly	
32. Overall rating of course technology	
33. Do you have any recommendations for the course technology?	
Course administration	
35. If accessibility accommodations were requested, were they met?	
36. Was the administration of the program smooth and user-friendly?	
37. Were you informed about how to discuss a concern or make a complaint?	
38. Were program administration questions or concerns addressed to your satisfaction?	
39. Do you have any recommendations for course administration?	
d. My questions and/or problems were addressed effectively and in a timely manner? (Accessibility for all distance learning consultation)	
e. I was informed about how to discuss a concern or make a complaint	
Additional Pilot Tester Recommendations/Comments:	