

Name: _____ Date: _____

Survey Evaluation Form

Instructions: Please check the items that in your opinion best describe the survey you have been analyzing. You will find explanations of some of the terms at the end to help you understand the answer choices.

Purpose

- Clear
- Unclear

Type of Survey Questions

- Open-ended
- Closed-ended
 - Multiple choice
 - Likert scale
 - Ordinal
 - Categorical
 - Numerical

Choice of Survey Questions

- Appropriate
- Inappropriate

Questions

- Too short
- Too long
- Appropriate length
- Clear
- Unclear
- Simple
- Complex
- Follow a logical order
- Order is illogical
- Get the information sought
- Do not get information sought

Answers

- Too many choices
- Reasonable number of choices
- Cover all possible answers
- All possible answers not covered

Subjects

- Relevant
- Capable
- Sample size appropriate
- Sample size inappropriate

Data Analysis

- By response frequency
- Used percentages
- Used graphs or charts

Conclusions

- In line with results
- Not satisfactory
- Will lead to changes
- Nothing will change

Validity

- Valid
- Invalid

Explanations of Terms

Ordinal—Possible responses put in rank order

Categorical—Response involves choosing a category

Numerical—Response requires supplying a number

Logical order—Follow-up or more specific questions are asked after general questions (e.g., *Did you play today?* would be followed by *What sort of games did you play?*)

Subjects—People surveyed

Relevant subjects—People who have knowledge about the survey's focus

Capable subjects—People who are able to accurately respond to the questions

Sample size appropriate—The number of people surveyed is enough to obtain the wanted results

Validity—Survey measures what it says it is measuring