Handout B

# Assessing Evaluation Questions

| Does the Evaluation Question Meet This Criterion? | Yes | No (revise question) |
| --- | --- | --- |
| 1. **Pertinent**
 |  |  |
| The evaluation question helps to address the problem or situation statement identified by the stakeholders.  |  |  |
| The evaluation question contributes valuable information to stakeholders about program implementation or outcomes.  |  |
| 1. **Answerable**
 |  |  |
| An answer to this question can be obtained ethically and respectfully.  |  |  |
| Data used to answer the evaluation question can be obtained with accuracy. |  |
| The evaluation question is answerable in a timely manner (prior to any decisions related to the information found). |  |
| 1. **Reasonable**
 |  |  |
| The evaluation question is related to what can practically be expected of the program.  |  |  |
| The evaluation question clearly applies to the program’s design, intention, activities, and/or outcomes. |  |
| 1. **Specific**
 |  |  |
| The evaluation question distinctly targets a program component that will be investigated in the scope of the evaluation.  |  |  |
| The evaluation question distinctly establishes the features of program performance that will be assessed in the scope of the evaluation.  |  |
| The evaluation question distinctly establishes who will be influenced by the components assessed in the scope of the evaluation.  |  |
| 1. **Evaluative**
 |  |  |
| Answers to the evaluation question will give information about the quality, value, or implication of the program.  |  |  |
| Data related to the evaluation question can provide formative information about the program for decision-making purposes.  |  |

*Note*. Adapted from (1) *Good Evaluation Questions: A Checklist to Help Focus Your Evaluation*, by the Centers for Disease Control and Prevention, National Asthma Program, 2013, available from <https://www.cdc.gov/asthma/program_eval/AssessingEvaluationQuestionChecklist.pdf>; and (2) *Evaluation Questions Checklist for Program Evaluation*, by L. Wingate and D. Schroeter, 2016, Kalamazoo, MI: Western Michigan University, available from <https://wmich.edu/evaluation/checklists>.

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