



# CHECK WORKSHEET

## 1. Recap - Summarize and list

**Which activity(ies) did you do? And from what intentions?**

**WHY:** To outline exactly on what you are going to check.

**HOW:** By summing up your earlier outlined intentions and actions.

**WHAT:** List the data below on the Check-worksheet. Did you go through the earlier Build@Home steps? Check the roadmap you filled in at process step 2: **define**.

1. realised activity(ies)
2. defined target group(s)
3. main international competencies to be strengthened through the activity (learning objectives)
4. the place in the curriculum where the teaching activity was implemented (educational spots)

REALISED ACTIVITY	TARGET GROUP	MAIN I-COMPETENCES TO STRENGTHEN	EDUCATIONAL SPOTS

## 2. Review - Analyse and conclude

### How was the activity and where the goals achieved?

**WHY:** Evaluating gives you insight into results achieved and the perceptions of those involved. You examine what went well, but also what was disappointing or unsuccessful.

**HOW:** By analysing the results of the survey phase you took and the end of the activity. (See [`experience phase`](#) )

**WHAT:** Smartly summarise on the downloaded check-worksheet the survey outcomes.

1. How is the rating?
2. What went well and what could have been better?
3. What can be concluded? Define the points of improvement and consideration.

QUESTION	RESPONDENT	NUMBER SMILEYS			SUMMARY QUALITATIVE FEEDBACK		POINTS OF IMPROVEMENT AND CONSIDERATION
		😊	😐	😞	WENT WELL	COULD BE BETTER	
Did you like the activity?	Students						
	Performing teacher(s)						
	Others						
Did you like the type of activity?	Students						
	Performing teacher(s)						
	Others						
Do you understand the goal of this activity?	Students						
	Performing teacher(s)						
	Others						
Was the activity valuable?	Students						
	Performing teacher(s)						
	Others						

### 3. Revise - Correct and improve

**What are the areas for improvement or change?**

**WHY:** The purpose of revision is to refine, improve and ensure quality.

**HOW:** By identifying and prioritising improvement and refinement points related to the activity and process.

**WHAT:** Using the worksheet, go through the following steps.

- For each change and improvement point, list the actual problem;
- Examine possible solutions and make a choice;
- Name the required actions.

REGARDING TO:	POINTS OF IMPROVEMENT (FROM 'REVIEW')	PROBLEM	SOLUTION	REQUIRED ACTION
Target group				
Content				
Planning				
Organising				
Resources				
Policy/conditions				
Cooperation				
Our team				
Evaluation				

## 4. Retain - Embed and ensure

**Will this activity become a regular part of the educational programme from now on? What is needed for this?**

**WHY:** Intentionally embed the activity with its learning objectives in the curriculum.

**HOW:** By consciously re-planning the activity from the WHY.

**WHAT:** Agree and document concrete intentions by smartly answering the following questions.

- WHY to embed this activity in the curriculum?
- HOW can this embedding be ensured?
- WHAT is needed to do this?

**WHY do we want to embed this activity in this curriculum?**

**HOW can this embedding to be ensured?**

**WHAT is needed to do this?**