**Evaluation Plan**

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| **Project Name** |  |
| **Main Contact for Project** |  |
| **Department or Faculty** |  |
| **Student Life Cycle Stage** | *e.g., Access, Continuation, Student Success, etc.* |
| **Theory of Change** | Please indicate the status of your Theory of Change |

## A. EVALUATION PLAN

Before completing Table 1, please have a look at the [Standards of Evidence/Claims](https://ljmu.sharepoint.com/:b:/t/LJMUAPPTeamTeam/EV9FL7qbpilMrI7Mncl1TloBl6Q5UIYUy1P2unDJTMVw5g?e=nk4Bth). While the OfS recognises that different types and standards of evaluation may be appropriate for each intervention strategy, advice is to **strive for at least Type 2: Empirical Enquiry** where appropriate – especially when your intervention aligns with the priorities in LJMU’s next Access and Participation Plan.

While completing the below table, please consider whether your intervention output(s), outcome(s) or impact(s) would be appropriate for a Type 2, or even Type 3 evaluation. Please contact us via [APP@ljmu.ac.uk](mailto:APP@ljmu.ac.uk) if you need support.

### Tips

* Please copy your output(s), outcome(s) and impact(s) directly from your previously completed Theory of Change into Table 1 – there is no need to come up with new ones, as your evaluation plan will build directly upon your Theory of Change.
* Please include any survey items, interview questions, etc. you will utilise to measure your desired output(s), outcome(s) or impact(s) in the appendix instead of in Table 1.

#### Table 1. Measures and Data Analysis Methods Outlined

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| **Outputs** | **A.1. How will you monitor whether you achieved the output(s)?** | **A.2. When will you collect the data?** | **A.3 How will you analyse the data?** |
| 1. *E.g., 20 students attended the session* | *E.g., monitor attendance* | *E.g., during the session on XX.XX.XX* | *E.g., We will count number of students who attended the session.* |
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| **Outcomes (short/medium term)** | **A.1. How will you measure whether you achieved the outcome(s)?**  Please list your research instrument or evaluation method. | **A.2 When will you collect the data?** | **A.3 How will you analyse the data?** |
| 1. *E.g., Students feel an increased sense of belonging* | *E.g., pre- and post- survey with survey items from the validated survey developed by X (to be found here)* | *E.g., on the XX.XX.XX (pre-survey) and the XX.XX.XX (post-survey) which is before and after the scheduled intervention.* | *E.g., The survey items are measured on a 5-point Likert Scale. We will compare the average mean scores for each item pre- and post the scheduled intervention to determine whether sense of belonging increased, using descriptive statistics in SPSS/Excel.* |
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| **Impact (long-term)** | **A.1 How will you measure whether you achieved the impact(s)?**  Please list your research instrument or evaluation method. | **A.2 When will you collect the data?** | **A.3 How will you analyse the data?** |
| 1. *Student retention increased* | *Student cohort retention data* | *Prior to intervention and after intervention when the data is available* | *Compare two student cohorts (control and experimental group) retention data…* |
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## B. VALIDITY

Dependent on the way you decided to measure whether you achieved your desired outcome(s) and impact(s), the validity of your findings could be threatened in variety of ways. Please consider the following questions and adjust the table above if appropriate.

* Have you included control groups or conditions to compare your experimental group against?
* Do you have a sufficiently large sample size to detect meaningful effects?
* Are there any potential sources of bias that could affect your results?
* Are the tools and methods you are using to measure your variables valid and reliable?
* Are the statistical tests you plan to use appropriate for your research questions and data?

## C. TIMELINE AND DISSEMINATION PLAN

Please describe the project timeline, from start of the project to the dissemination of your findings and elaborate on how you will share the findings internally (e.g., Evaluation Network, Students at the Heart Conference) and/or externally (LJMU Evaluation Blog, share with TASO, publish in a peer reviewed journal, etc.).

## D. REQUIRED RESOURCES

Please consider what skillset and resources you require to complete the evaluation as outlined in Table 1. Please use this space to elaborate on any worries, challenges, or need for support (e.g., with data analysis, accessing data, etc.).

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### E. FINISHED?

Please use the [LJMU Ethics Decision Tool](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/decision-tool) to check whether you need ethical approval before starting your data collection. If yes, please apply for ethical approval.