



The purpose of this short briefing note is to offer additional guidance on evaluation activity to support completion of this work over the next few months.

The templates and resources referred to in this note are located on the [evaluation, planning and progress](#) page of the current Enhancement Theme web site.

What are we trying to achieve from the Theme evaluation report?

Our aim is for the report on Theme evaluation to fulfil the following objectives:

1. Evidence impact on the higher education student experience in Scotland demonstrating value for money and a beneficial model of quality enhancement
2. Demonstrate different types (processes, practices, experience, outcomes) and levels of impact (students, staff, institutions and the sector) over short, medium and long-term on different stakeholders (for example, students, staff, various institutional teams etc)
3. To understand particular interventions or activities that contribute to making an impact on the student experience and the culture of institutions.

Reflective questions

To support our overall objectives, we are aiming to answer the following questions:

1. In what ways has this Enhancement Theme impacted on the student experience?
2. In what ways has this Enhancement Theme impacted on staff, institutions and the sector? (for example, policies, processes, practices, attitudes, cultures, etc)
3. What impact do you think this enhancement theme will have in the future? This might include changes that become embedded, impacts that will be evident, or new capacities that will inform opportunities or ways of working in the future.
4. To what extent has the current theme enabled us to understand the impact of past Themes/ the enhancement model more generally?

We will be using these questions in various ways to collect additional evidence and reflections.

Next steps for institutions, clusters and strands

We need to ensure we have the best information and evidence available from institutions, clusters and sector strand projects to support the writing of the report on evaluation.

The end of year 3/end of Theme institutional report draft is due on the 30 April 2020, with a completed report to be submitted on the 19 June 2020. Using the four questions above as prompts, you may find it helpful to reflect on all your evaluation evidence and team experiences in completing the **evaluation section** of the report. More detailed guidance is set out below on completing the light-touch and in-depth evaluation reports.

1. Light-touch evaluation reports
 - a. Please submit these as soon as you can, or at the latest, with your draft end of year 3/Theme report and please use the template provided (by 30 April 2020).
 - b. Please re-visit earlier reports if you have any more evidence of impact, or to improve clarity (see suggestions below in point 3) and submit revised reports as soon as you can, or, at the latest, with your draft end of year 3/Theme report (by 30 April 2020).
 - c. Please give permission for your evidence to be shared unless there is a very good reason not to (note that the report template asks you to actively consider consent).
2. In-depth evaluation reports
 - a. Please use the reporting template provided.
 - b. Please submit reports as soon as possible, or at the latest, with your draft end of year 3/Theme report (by 30 April 2020).
 - c. Try to provide as much evidence of impact for each of the three time periods (short, medium, long) as possible.
 - d. Please read point 3 below.
3. Improving the quality of your evaluation reports
 - a. When describing your interventions please provide sufficient detail for others to have a good understanding of what you have done and why. Sometimes this may seem obvious, but it is helpful for readers who are not familiar with your institution or work.
 - b. Please provide information about what you intended your intervention to achieve, even if you have little or no evidence of impact at the moment, and how you intend to measure impact, even if it is beyond the life of this Enhancement Theme.
 - c. Please include as much evidence of impact as you can. You should be able to say something about the short-term benefits, i.e. how staff or students were affected by your work immediately. It would be really helpful to explore any medium-term outcomes, such as how these short-term benefits influenced what people went on to do or approached future activities. Do also think about any feedback (for example, from colleagues) or evidence about longer-term impact on student experience or institutional culture.
 - d. Try to look for evidence that might be available, even if it is not very strong. By combining evidence from multiple sources, we will be able to build up a better understanding of how the Enhancement Theme works, and ideally evidence of impact. Types of evidence you might utilise include:
 - i. Feedback from colleagues or students, even if this is not collected specifically for this purpose
 - ii. Examples of changes made
 - iii. Changes in student behaviour
 - iv. Institutional or course level data, for example, in relation to module feedback, attendance, satisfaction, continuation, progression, retention, attainment, assessment submission rates, number of complaints, etc
 - v. Staff development including applications, awards, engagement with data and evidence
 - vi. Use of evidence in institutional reports, etc.
 - e. Do include unintended consequences, whether positive or negative, and try to explain why they occurred.

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