**SESSION GUIDE EVALUATION TOOL**

|  |  |  |  |  |  |  |  |  |  |
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|  | |  | |  | | |  |  | |
| **Title of Session Guide :** | | | | |  | | | | |
|  | | |  | | | | | | |
| **Subject Area:** |  | | | | | **Target t User:** | | |  |

**Directions:** Rate the Session Guide along the following standards by ticking/checking the column that corresponds to your rating with 4 as the highest rating. Also, write your comments and suggestions below to further improve the Session Guide. Thank you.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPONENTS AND STANDARDS** | **Strongly**  **Agree** | **Agree** | **Disagree** | **Strongly Disagree** |
| **4** | **3** | **2** | **1** |
| **DESIGN** | | | | |
| 1. The Session Guide design is based on contemporary/standard principles\* | **☐** | **☐** | **☐** | **☐** |
| 1. The SG contains the important elements of objectives, duration of session, resource materials needed, activities, etc. | **☐** | **☐** | **☐** | **☐** |
| **CONTENT** |  |  |  |  |
| 1. Content is relevant to the objectives and competencies that the session aims to develop | **☐** | **☐** | **☐** | **☐** |
| 1. Information is up-to-date and accurate | **☐** | **☐** | **☐** | **☐** |
| 1. Terminologies and expressions are within the learning area domain | **☐** | **☐** | **☐** | **☐** |
| 1. Graphs, illustrations, pictures, if any, are accurate, relevant to and supports the content presented | **☐** | **☐** | **☐** | **☐** |
| **PROCESS** |  |  |  |  |
| 1. Process adopts adult pedagogy such as 4As, Experiential Learning Cycle, etc. | **☐** | **☐** | **☐** | **☐** |
| 1. Activities are aligned to objectives and doable within the time allotment | **☐** | **☐** | **☐** | **☐** |
| **COMPONENTS AND STANDARDS** | **Strongly**  **Agree** | **Agree** | **Disagree** | **Strongly Disagree** |
| **4** | **3** | **2** | **1** |
| 1. Expected outputs are doable within the time allotment and resources available | **☐** | **☐** | **☐** | **☐** |
| **LANGUAGE** | **☐** | **☐** | **☐** | **☐** |
| 1. Sentences and paragraphs are grammatically correct. | **☐** | **☐** | **☐** | **☐** |
| 1. Ideas are clearly expressed (simple words, expressions, simple and easy-to-follow structure) | **☐** | **☐** | **☐** | **☐** |
| 1. Language avoids bias along the lines of gender, religion, culture, etc. | **☐** | **☐** | **☐** | **☐** |
| **TECHNICAL REQUIREMENTS** | **☐** | **☐** | **☐** | **☐** |
| 1. General layout/format is visually pleasing | **☐** | **☐** | **☐** | **☐** |
| 1. Choice of font (type style) and font size are adopted to the requirements of the user | **☐** | **☐** | **☐** | **☐** |

\*adult pedagogy, constructivist, understanding by design, etc.

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| **Comments and Suggestions to Improve the Session Guide:** | | | |
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| **Evaluated by:** | | | |
| Name and Signature of Evaluator: | |  | |
| Date: | Click here to enter a date. | |  |