

- Facilitator Checklist-



Project Initiation

- Facilitator training is completed and any TOWES confidentiality/consent forms are signed
- Participant Selection Criteria Checklist has been completed
- Participants have been notified about the project and understand their involvement
- Participants have agreed to participate in the project (consent form recommended)
- TOWES pre-testing has been scheduled
- Participants have been given TOWES preparation materials 24 hours prior to writing TOWES
- TOWES pre-testing has been completed and booklets sent to TOWES for marking
- ESD User IDs have been received and Participant Tracking Sheet updated
- Participants have received their test results

Implementation

- Participants have been assigned a user ID
- Participants have been given the project information and learning plan sheet
- Participants have been notified about facilitator office hours and lab schedules (if applicable)
- Participants know how to contact the mentor and technical support
- Participants have finished the curriculum

Evaluation

- TOWES post-testing has been scheduled
- TOWES post-testing has been completed and booklets sent to TOWES for marking
- Update Test Site Record & Participant Tracking Sheet with Post TOWES IDs
- Participants have received their test results
- Participants have completed their evaluation survey
- Facilitators have completed their evaluation survey
- Post-program data has been collected and sent to TOWES