

- 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