|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXAMPLE: Masterclass end of series report form** | | | | | |
| **DO NOT COMPLETE AND RETURN THIS FORM**  This is an example of the report form questions to help you plan to collect the relevant data; we will send you a personalised link to an online version of this form during the term in which your Masterclasses run. | | | | | |
| **About your Masterclass students** | | | | | |
| How many of your students were from: | | | | | |
| State Schools: | |  | Independent Schools: | |  |
| What was your geographical catchment area? | | | |  | |
| Do you have a remit to work with disadvantaged schools / students for Masterclasses? | | | | Yes / No | |
| If yes, provide details: | | | | | |
| Please rate student attendance at your series: | * More than 75% attended all sessions * More than 60% attended all sessions * Less than 60% attended all sessions * We were unable to gather attendance data | | | | |
| Please rate the engagement levels of the majority of attending students throughout the Masterclasses: | * 1 - Very low engagement * 2 * 3 * 4 * 5 - Very high engagement | | | | |
| **About your Masterclass experience** | | | | | |
| Why did you decide to run Masterclasses? | | | | | |
|  | | | | | |
| What went well in your series or interactions with Ri Masterclass team? | | | | | |
|  | | | | | |
| What would you like to improve in your series or interactions with Ri Masterclass team? | | | | | |
|  | | | | | |
| **About your Masterclass speakers** | | | | | |
| How many of your Masterclass speakers were: | | | | | |
| School or 6th form students | | |  | | |
| University Students | | |  | | |
| Adults | | |  | | |
| **About your Masterclass helpers** | | | | | |
| How many of your Masterclass helpers were: | | | | | |
| School or 6th form students | | |  | | |
| University Students | | |  | | |
| Adults | | |  | | |
| **Your Masterclass Data** | | | | | |
| Please upload the data for your Masterclasses below. We require your student/school data and adult attendance register for safeguarding purposes. If you are able to use the spreadsheet template available [here](https://www.rigb.org/sites/default/files/attachments/24-25%20Masterclass%20reporting%20-%20student%20data%20template.xlsx) for your student/school data that is very helpful, but we are happy to receive the data however you have it.  We would also appreciate your programme of sessions and evaluation data. If you have any files beyond the below to share, or if any of the below data is spread across multiple files please use the 'Other' upload box to provide these additional files.  If you have multiple types of data in a single sheet please feel free to upload this as your student details - you don't need to split it out into individual files. You can provide any contextual information for this data in the field below.  If you have more than one 'Other' file to upload, select the 'Add another response' in the bottom right hand corner.  *Please note: all files must be 35MB or less in size. If you need to share a larger file, please contact your Masterclass network coordinator.* | | | | | |
| **Files to be uploaded:**   * Masterclass student details (required)   **NOTES:**   * We will not ask for this is we already have your student data from using electronic recruitment forms. * For series where students are accompanied by their own teachers/staff throughout, and for which you do not have individual student details, we will ask you to share school-level data. However, if you have student data you are able to share with us, please do so – it helps us evaluate the reach of our network and provide follow-up activities where applicable. * We have a [standard spreadsheet](https://www.rigb.org/sites/default/files/attachments/24-25%20Masterclass%20reporting%20-%20student%20data%20template.xlsx) which can be used to share this data * Adult attendance register * Evaluation data * Programme of sessions * Other * [Add another response](https://rigb.tfaforms.net/68&id=%5bthat) | | | | | |
| **Notes on data:** *(Use this to give us any useful information or context for the above files, or to let us know if you need to send something else separately)* | | | | | |

Bottom of Form