



**FORM 125: ACADEMIC ACTIVITY EVALUATION (RESULT)**

College / Department / Unit: \_\_\_\_\_

Name of the Activity: \_\_\_\_\_

Date of the Activity: \_\_\_\_\_

ITEMS	N	Mean	Standard Deviation	Verbal Interpretation
<b>1. THEME</b>				
1.1 Clarity				
1.2 Relevance				
<b>Mean</b>				
<b>2. PROGRAM</b>				
2.1. Flow of the Program				
2.2. Adequacy & Suitability of Topics				
2.3. Time Allotment for Topics / Segments				
2.4. Implementation				
<b>Mean</b>				
<b>3. SPEAKER</b>				
3.1. Organize				
3.2. Interactive / Engaging				
3.3. Knowledgeable				
3.4. Good Communication Skills				
3.5. Confident				
<b>Mean</b>				
<b>4. ORGANIZERS / SECRETARIAT</b>				
4.1. Efficiency of Services				
4.2. Systematic				
4.3. Professionalism (attitude and behavior)				
<b>Mean</b>				
<b>5. MEALS AND SERVICE (if applicable)</b>				
5.1. Taste & Cleanliness				
5.2. Adequacy				
5.3. Promptness of Service				
5.4. Manner of Service				
<b>Mean</b>				
<b>6. VENUE</b>				
6.1. Conducive				
6.2. Sound System				
6.3. Comfort Rooms				
6.4. Lightings				
6.5. Ventilation				
6.6. Stage Set-up / Production				
<b>Mean</b>				
<b>7. EUCHARISTIC CELEBRATION (If applicable)</b>				
<b>OVER-ALL EVALUATION</b>				

Legend: 4.50 – 5.00 Outstanding  
 3.50 – 4.49 Very Satisfactory  
 2.50 – 3.49 Satisfactory  
 1.50 – 2.49 Fair  
 1.00 – 1.49 Needs Improvement



**OTHER MATTERS:**

**What is/are highly commendable/best feature/s of the activity/ies?**

	Frequency	Percentage
Quality of the Program/Topics		
Line-up of Speakers/Presenters		
Venue and Amenities		
Others		

**What insights have you gained from the activity/ies?**

**What is/are your recommendation/s for the improvement of future activity/ies?**

**Other comments/commendations/recommendations:**

**Work Cited:** 2012 CEAP National Convention Evaluation Form

Prepared:

  

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