



PROGRESS TRACKING GUIDE FOR ENGIN VOLUNTEERS

ENGIN's progress tracking system is a core part of our program. Tracking growth over time helps us improve program quality and provide relevant support. The progress tracking system also provides natural opportunities to check in with your student, set goals, and decide how long to continue working together.

Our assessment system tracks student progress based on self- and peer assessment. This is the most feasible approach given our limited resources and students'/volunteers' busy schedules. You can learn more about the philosophy of self-assessment [here](#).

The core principle in peer assessment is HONESTY.

It may be tempting to grade your learner higher due to a reluctance to offend or to acknowledge lack of improvement. However, it's essential to be as honest and objective as possible in order not to invalidate the test.

WHAT IS GOING TO BE ASSESSED?

ENGIN students will be asked to evaluate themselves according to the following criteria:

- **communication skills**
- **grammar/vocabulary/writing**
- **confidence in the use of language**
- **intercultural knowledge**

Volunteers will also be asked to perform peer assessment of their buddies on these same criteria.

WHAT STEPS DO I HAVE TO COMPLETE AND WHEN?

Who?	What?	When?
Students	Initial self-assessment	During program registration
Volunteers	Initial assessment of a student (only for new ENGIN students)	After 2 meetings (if the student is new to the program)
Students	3-month self-assessment + program satisfaction survey	After 3 months of being in the program

Volunteers	3-month assessment of a student + oral check-in	After the students reaches the 3-month mark in the program
Volunteers	Oral check-in	After 6 months of meetings
Students	9-month self-assessment + program satisfaction survey	After 9 months of being in the program
Volunteers	9-month assessment of a student + oral check-in	After the student reaches a 9-month mark in the program
Volunteers	Oral check-in	After 12 months of meetings

WHERE SHOULD I COMPLETE THE ASSESSMENTS?

Currently, all the assessments except oral check-ins are completed in your personal account on our platform <https://app.enginprogram.org>

HOW DO I KNOW WHEN I NEED TO COMPLETE THE STUDENT EVALUATION?

In your ENgin profile at <https://app.enginprogram.org> you will find upcoming evaluation dates in the Sessions tab under the calendar. To ensure you do not miss an assessment deadline, we'll send you a reminder email when it's time to complete the student evaluation.

3-MONTH SELF-EVALUATION
 Next evaluation date: April 9, 2024 **START**

9-MONTH SELF-EVALUATION
 Next evaluation date: October 9, 2024 **START**

To begin your assessments, follow these steps:

- Log in to your personal account at <https://app.enginprogram.org>.
 - Navigate to the "Sessions" tab.
 - When it's time to complete any of the assessments, you will notice that the "START" buttons become active under your student's information, at the bottom right for student assessment.

HOW MUCH TIME DO I HAVE TO COMPLETE THE ASSESSMENT FROM THE MOMENT I RECEIVED THE NOTIFICATION?

We kindly request that you complete the assessment within a 2-week timeframe to ensure accurate data. However, the evaluation form will remain accessible for a month from the evaluation date.

I HAD A BREAK FROM THE PROGRAM FOR 2 MONTHS. NOW I CAME BACK AND IT SAYS IT'S TIME FOR MY 3-MONTH ASSESSMENT, BUT I'VE ONLY PARTICIPATED FOR 1 MONTH. WHAT SHOULD I DO?

Please contact our customer support team info@enginprogram.org and they will help you to resolve this issue.

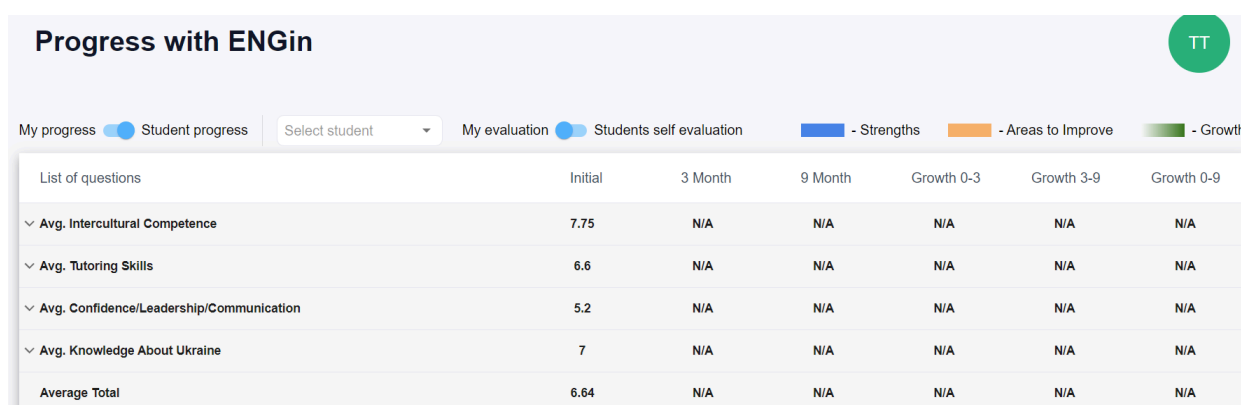
I HAVE BEEN MATCHED WITH A STUDENT, BUT I WASN'T ASKED TO COMPLETE AN INITIAL ASSESSMENT AFTER 2 MEETINGS. WHY?

The timing of student evaluations is based on how long students have been in the program, not how long they've been matched with a particular volunteer. If you have been matched with a student who is **NOT NEW** to the program, they have already been evaluated by another volunteer earlier. (Students are assigned to new volunteers if their prior volunteer's schedule changes or the prior volunteer needs to leave the program).

For students who aren't new to ENGIN, you can see all prior assessments on the Progress tab of the platform (Student Progress section). When your student hits 3 or 9 months in the program, you will be asked to evaluate them.

CAN I SEE THE RESULTS OF THE ASSESSMENTS ANYWHERE?

To track your current student's progress over time, we offer the "Progress" tab on app.enginprogram.org. Within this section, you will find an overview of the evaluations conducted throughout the program.



The screenshot shows the 'Progress with ENGIN' interface. At the top, there are tabs for 'My progress' and 'Student progress', with 'Student progress' selected. Below the tabs is a 'Select student' dropdown menu. To the right, there are 'My evaluation' and 'Students self evaluation' tabs, with 'Students self evaluation' selected. A legend indicates that blue represents '- Strengths', orange represents '- Areas to Improve', and green represents '- Growth'. The main content is a table with the following data:

List of questions	Initial	3 Month	9 Month	Growth 0-3	Growth 3-9	Growth 0-9
∨ Avg. Intercultural Competence	7.75	N/A	N/A	N/A	N/A	N/A
∨ Avg. Tutoring Skills	6.6	N/A	N/A	N/A	N/A	N/A
∨ Avg. Confidence/Leadership/Communication	5.2	N/A	N/A	N/A	N/A	N/A
∨ Avg. Knowledge About Ukraine	7	N/A	N/A	N/A	N/A	N/A
Average Total	6.64	N/A	N/A	N/A	N/A	N/A

DO MY STUDENTS KNOW I AM GOING TO EVALUATE THEM? I'M AFRAID IT MAY HAVE NEGATIVE CONSEQUENCES FOR OUR RELATIONSHIPS AND TRUST.

It's natural to have concerns about how evaluations may impact your relationships and trust with your students. We notify all students about our evaluation program, highlighting that the results of evaluations do not impact their ability to participate in ENGIN! Transparency is a key aspect of our program, and students are informed about the purpose and benefits of assessments.

In fact, knowing that they will be assessed can often have positive effects on students. It can motivate and inspire them to be more dedicated and focused on their learning journey. Assessments provide an opportunity for students to showcase their progress, and set goals for further improvement.

WILL MY STUDENT SEE THE SCORES I GAVE TO THEM?

No, we are not sharing this information with students. We use it for overall program impact measurement and our own efforts to improve the program.

HOW CAN I USE THE RESULTS OF THE PROGRESS TRACKING?

We encourage you to discuss your student's progress at the check-ins and use the results to shape your sessions and set goals. Use the answers to the surveys as a jumping-off point to discuss where your student is improving and where there is still room for growth. Discuss what your student would like to focus on in your upcoming sessions to fill the gaps you've identified. Or, if your student has already made sufficient progress or their goals lie outside the scope of the program, decide whether it makes sense to end your sessions.

WILL ENGIN KICK MY STUDENT OR ME OUT OF THE PROGRAM IF MY STUDENT DOES NOT SHOW MUCH PROGRESS?

No! Please, be objective, honest and realistic in your assessment and answers. Keep in mind that your answers won't put your participation in the program at stake.

ARE THE ASSESSMENTS COMPULSORY?

Yes, progress tracking is obligatory for ENGIN participants.