



**The Universal
Evaluation Framework
(UEF): a universal and
freely available tool
for developing your
evaluation
effectiveness**

**Webinar & wider
Conversations**

**Prof Liz Austen & Prof Stella
Jones-Devitt**

**Members of the Evaluation
Collective**



Rationale

- The framework is proposed as an evidence-informed game changing tool to support colleagues undertaking evaluation activities
- The UEF can be used regardless of levels of evaluation experience and starting point
- Free at the point of access tool which can be used to plan, or report, evaluation projects



UEF Process

- UEF developed in conjunction with work undertaken by us when evaluating the 20 Years of QAA Scotland Enhancement Themes
- Recognised the need for something evidence-informed that would build confidence in evaluators at any level
- Produced an early prototype in late 2022 which has been piloted over the past year by 10 HE providers
- Arrived at present iteration following pilot review and ready to further test across next 2 years

Today's Webinar

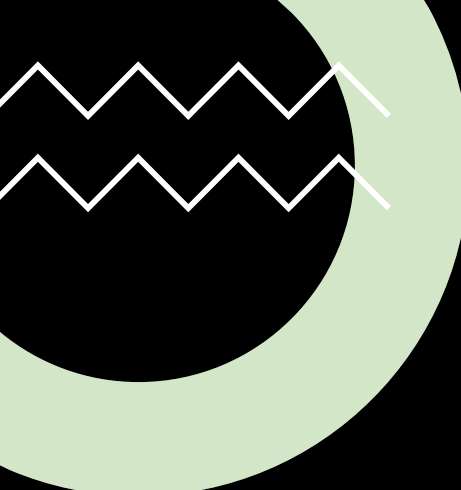
- We will swiftly introduce the UEF by working through User Guide FAQ's
- We will provide a live demonstration of the UEF and discuss potential application
- There should be opportunity for questions and wider discussion



Q1. What does UEF stand for?



**Universal
Evaluation
Framework**



Q2. I have provided my email details to set up my own personal account. How is this information used?

When you sign up via <https://evaluationforall.org> we ask you for a valid email and your name. That's all. You receive some information when you make first contact to subscribe to UEF. This describes how we only use your information for purposes linked to UEF use, and evaluation-related updates, which might be of interest. interest.



Q3. Can a generated report be shared with others to edit and view, and will any invited colleagues be able to contribute to the same document?

The answer is yes, email scolpp@staffs.ac.uk and our coordinator from SCoLPP will discuss requirements.



N.B. The skill level can be customised when a nominated User accesses UEF, to help guide their thinking, when making their contribution to any reporting sections.



Q4. Can I request my own Site?

Yes. Email scolpp@staffs.ac.uk using the links within the 2 diagrams immediately right which can be accessed via <https://evaluationforall.org>



Welcome to the Universal Evaluation Framework

This is an open access tool for planning evaluations or for gathering evaluation data.

Please click on the link below to create your individual account, or sign-in when your request for an account has been approved. If you haven't received an account yet, please contact scolpp@staffs.ac.uk.

Any data you provide for registration will only be used to create this account.

Once you have access, please read the User Guide which will provide a copy of the User Guide and it leads to crucial learning of effectiveness and for enhancement!



Liz and Stella

[Signup for an account](#)

Sign-up for an account

Site code:

For new account requests, please contact scolpp@staffs.ac.uk for the relevant site code. Once created, this code can also be provided to you by your own project administrator.

First name:

Last name:

Email:

Choose a password:

Password must contain at least one letter, one number and one symbol. Minimum 8 characters long.

Confirm password:



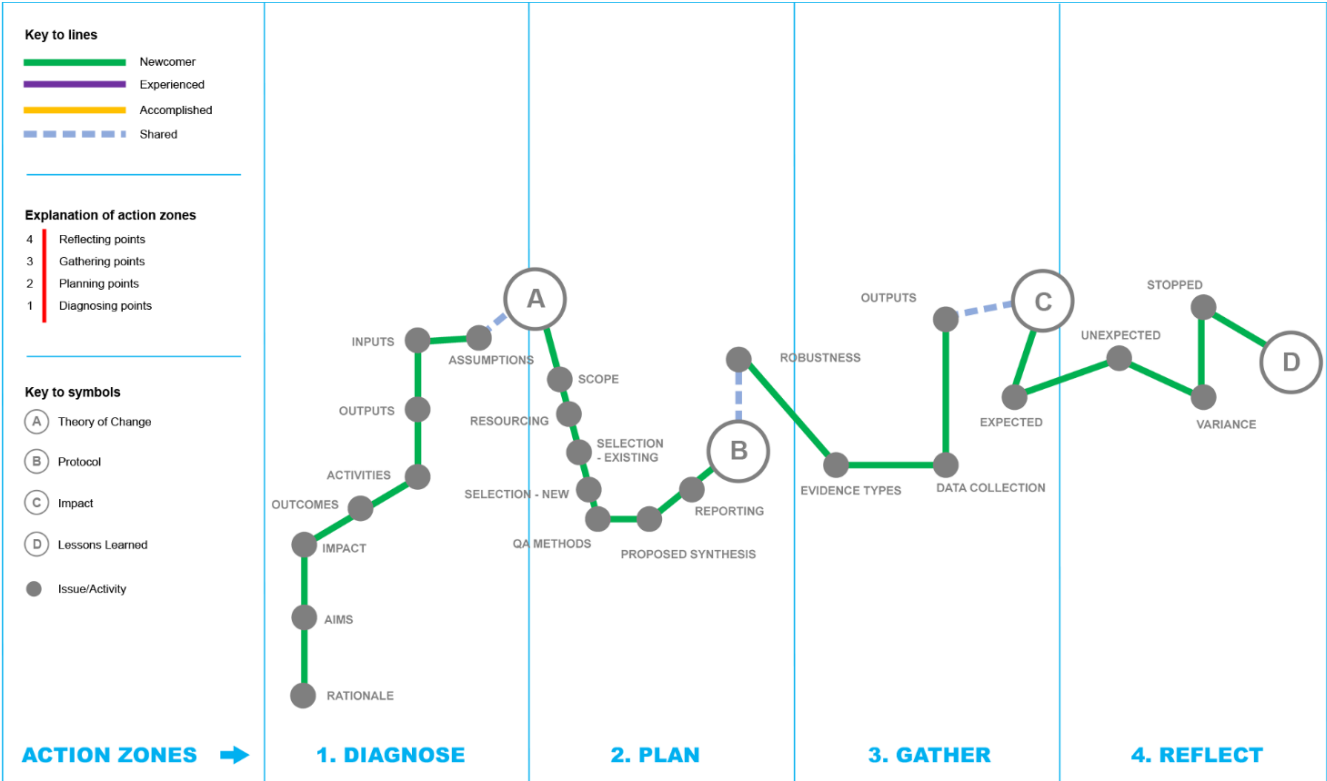
Q5. I need to have a tool that helps me plan evaluations from start to finish. Can UEF help?

Yes, it can help you at any point. The UEF has four distinct stages on your evaluation journey – or Action Zones – as named in the tool. These form the basis of any effective evaluation, comprising: Stage 1. Diagnose; Stage 2. Plan; Stage 3. Gather; and Stage 4. Reflect. At the end of each Stage there is a related Activity Point (A, B, C and D). Each of these Activity Points summarises the relevant questions you need to consider along each of the four Stages to make your evaluation effective.



Newcomer route to Action Point A

Your current level is: **Newcomer** Show other levels



[Section A](#)
[Section B](#)
[Section C](#)
[Section D](#)
[Download Report](#)

(A) Theory of Change and Diagnose Action Zone

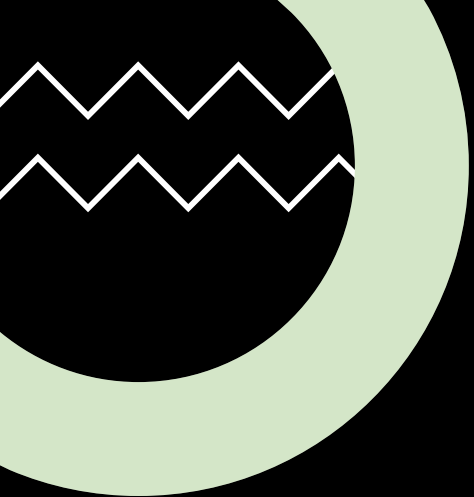
A theory of change (or ToC) is an overarching method that explains how a given intervention, or set of interventions, is expected to lead to specific and desired change, drawing on analysis of all relevant evidence. ToCs should be driven by sound analyses, consultation with key stakeholders and learning about what works and – importantly - what doesn't, within the examined context. A ToC seeks to systematically identify solutions to effectively address causes of problems that hinder progress and to guide decisions on which approach(es) should be taken. It should also consider possible advantages, effectiveness, feasibility and uncertainties integral to any change process. ToCs also helps to identify underlying assumptions and risks that need to be revisited throughout the process to ensure the approach can flex in contributing to the desired change.



Q6. I need a tool in which I can input gathered evidence directly. Can UEF do this, too?

You can input formative evidence concerning responses to questions raised along the route to help you with scoping your intervention effectively or you can place empirical evidence already gathered about the intervention, at each of the 4 Activity Points. Inputs can be text-based, and you can also embolden, include hyperlinks and JPEGs, by using the icons shown just below the comments boxes.



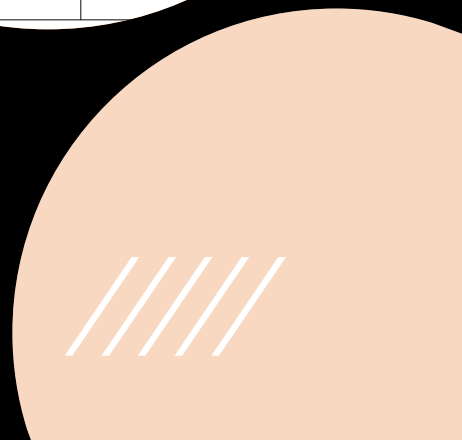


Q7. How do I know which route to use?

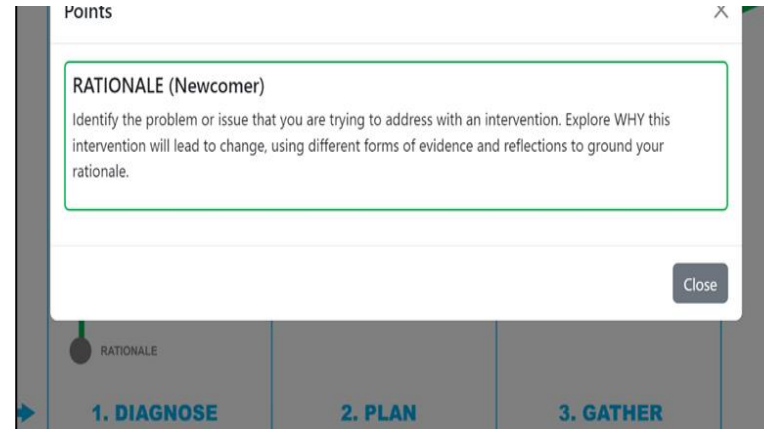
As a quick guide, the User Guide has a matrix to place yourself, and the proposed intervention, accordingly. Suggested routes comprise N – Newcomer; E – Experienced; A – Accomplished. A ‘stretch’ route is indicated in red for your own development.



	Level of Experience (with)	
	None/Minimal	Some Prior Experience
Small	N or E	E or A
Medium & Scaled	N	E
Complex & Small	N	E or A
Complex & Scaled	N	E
Complex & Scaled	N	E
Complex & Scaled	N	E



Q8. What happens when I click on the dots along the route?



(Experienced)

blem or issue that you are trying to address with an intervention. Explore W
l lead to change, using different forms of evidence to ground your rationale
stakeholders to build evidence of what might happen in a collaborative/pe

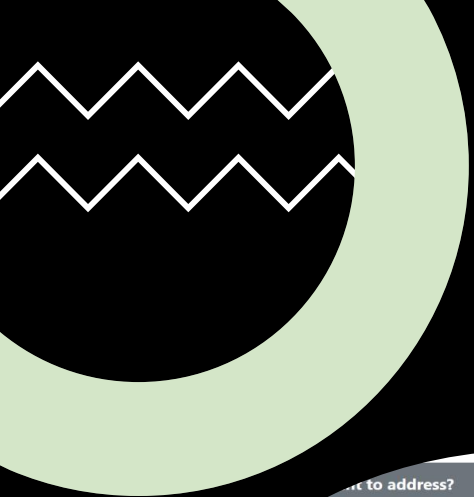


Each of the grey activity dots listed along each route has information attached to it which will ask you to prioritise or consider something relevant to the task.

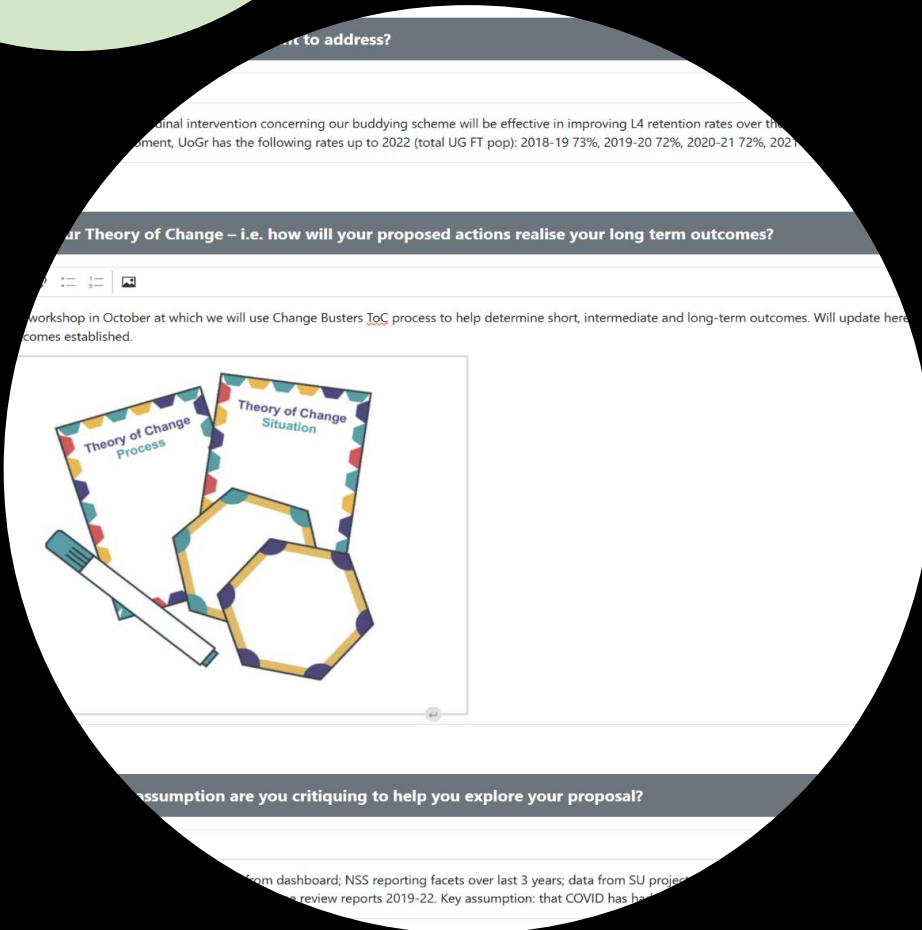
omplished)

or issue that you are trying to address with an intervention and
ill lead to this change. Acknowledge the complexity of evaluatin
ilise and empower key stakeholders to provide practical, experie
al in Dent at al 2022), of what might happen. Include discussions:
opportunities for embedded data gathering.





Q9. How do I put information into the UEF about my intervention?



When you reach each Activity Point, across the four stages, you will see some comments boxes. This is where you input your evidence which aligns with the required tasks



Q10. Can anyone else see the information?

Any content or evidence you put into the UEF site account stays with you alone unless you invite somebody else to share a site code for access. If you have an individual account, nobody else has access.



The UEF will monitor uptake of sites over a 12-month period, comprising: overall usage along each route; frequency of use; direct contact time taken on each usage; whether the contexts boxes are populated.

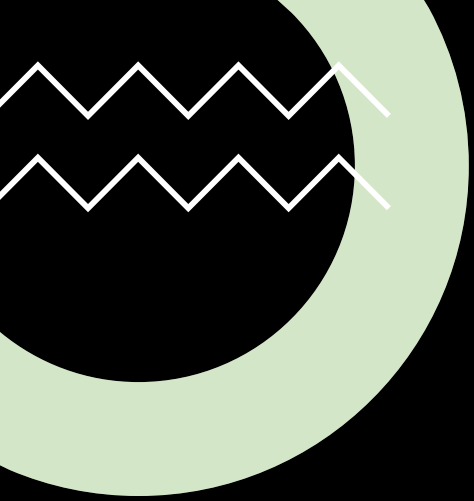




Q11. What happens if I need to go back to the UEF over time to access an intervention?

If you use the same log-in and account details per site, the work will still be at the point you left it on the UEF tool (unless cleared). For extra reassurance, you should consider saving information in the comments box at each Activity Point (i.e. you could save materials from Activity Point A and B if that is as far as you have got). When returning to the UEF, you should go back to the same point you logged off at, unless you have cleared the information yourself.





Q12. Can I save the information somewhere?

The primary thing to remember is that help is at hand!
Email scolpp@staffs.ac.uk and we can sort out access, advise on any technical matters and address any further questions you might have.



You can save all the materials you have inputted on the 4 Activity Points as one composite PDF document, or you can save each Activity Point separately and adjoin later as you finish the evidence within each stage. You should clear input from all of the Activity Point boxes when you are ready to use the UEF for the next intervention, if using one site solely.



Live UEF demo coming up...

- Two-year funding for UEF in present guise
- Wish to collate user case studies and application
- Offering wrap round CPD, if useful?
- Get in touch via
 - scolpp@staffs.ac.uk
 - l.austen@shu.ac.uk
 - &
 - stella.jones-devitt@staffs.ac.uk
- Sign up at <https://evaluationforall.org>