



Evaluate international youth exchanges with i-EVAL: Added value for central offices / umbrella organisations

You are responsible for several international youth exchange providers, for example at district or federal state level? You would like to summarize the participants' feedback of all these exchanges? I-EVAL enables you to do so in a simple way, once you have registered as central organisation.

The online platform i-EVAL enables providers to evaluate their international youth exchanges in a complete autonomous and independent way. In addition, it is possible to compile an overall analysis of several exchanges, for example the exchanges accomplished in one year.

Besides the organising providers, even umbrella organisations and central organisations may compile such overall analysis. This could be for example a district youth council or the federal state office of a youth association: Once you have registered as central organisation, an overall analysis about all exchanges of your partners will be sent directly via the online system. You may use these results to develop a quality and concept approach together with your partners, as well as to compile scientific analyses (these data can be extracted for example for scientific thesis). In addition, you may use them to present your working area to the public and to present the political work in the area of international youth work.

I. This is how it works:

1. **Sign up** as user on www.i-eval.eu. At first, you have „exclusively“ the same rights as a provider which means that you are able to create exchanges and carry out evaluations.

2. Subsequently you return the completed and signed [central organisation registration form](#), (to be sent per mail or scan) which is accessible via the help page and has to be sent to the address given in the form. Once your application has been given a positive assessment, you will be assigned as **"Central organisation/ Umbrella organisation"**.

3. Now you can use the button „Hub“ (short for "central organisation"; this button will be added automatically to your account) to look at the **results of the exchanges assigned to you by the providers**. You have then the right to get an overview of all those exchanges assigned to you by the providers (for more information see below): You may neither be able to access a single exchange, nor may you be able to edit one of those. However, you may choose several exchanges and you are able to compose a summary of results – for example of all exchanges that have taken place in a given period of time.



4. Begin by selecting your user type (participant or staff member) and afterwards your type of exchange (for example youth exchange or training seminar). You have further filter options at your disposal, for example the period of time in which the exchange took place or the number of participants. Mark all exchanges you would like to summarise and click on „**Compose a summary of results**“.

Questionnaire type: Any

Meeting: Any

Date (starts at / ends at): min, max

Number of participants: min, max

Number of staff members: min, max

Reset

Operations

Create combined result

<input type="checkbox"/>	Meeting	Meeting type	Questionnaire type	Number of participants	Number of staff members	Organisations involved
<input type="checkbox"/>	Wilhelm Tell on the road (Demo)	None	Participant	15	3	Eidgenössische Theatergesellschaft
<input type="checkbox"/>	Summer in the City (Demo)	Youth exchange	Participant	15	5	Dachverband Grünskifans
<input type="checkbox"/>	Summer in the City (Demo)	Youth exchange	Staff member	15	5	Dachverband Grünskifans

5. Assign a name for your summary of results (for example „Youth exchanges 2019, participants“) and click on „next“. The system will now calculate the **overall results** of all selected exchanges and you will see them in different formats (these are the same formats as shown for the displayed results of each exchange).

RESULTS AS FILES				
PDF	CSV	ZIP	PDF	XLSX (only general conditions)
alle Ergebnisse auf Deutsch (pdf)	Rohdaten Deutsch (csv)	alle Grafiken auf Deutsch (zip)	Kompaktauswertung auf Deutsch (pdf)	Rahmenbedingungen auf Deutsch (xlsx)
tous les résultats en Français (pdf)	données brutes Français (csv)	tous les graphiques en Français (zip)	évaluation compacte en Français (pdf)	Conditions du rencontre en Français (xlsx)
wszystkie winiki Polski (pdf)	dane zbierane Polski (csv)	Wszystkie grafiki Polski (zip)	ewaluacja kompaktowa Polski (pdf)	Informacje na temat spotkania - Polski (xlsx)
graphs and values in English (pdf)	data entries in English (csv)	graph images in English (zip)	compact results in English (pdf)	general conditions in English (xlsx)
graphs and values in Українська (pdf)	data entries in Українська (csv)	graph images in Українська (zip)	compact results in Українська (pdf)	general conditions in Українська (xlsx)

In addition, an excel file will be generated which summarises the parameters of the involved exchanges given by the providers. This enables you, for example, to give statements on how many involved exchanges have been taken place in which country or on the number of participants with special needs, etc.

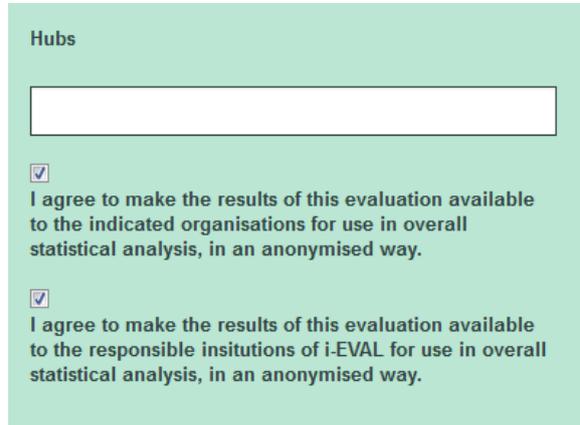
II. Requirements for the overall analysis of exchanges

Three requirements must be fulfilled to enable you, as central organisation, to access data from an exchange and to involve them in overall analyses:

1. The organising provider must enter the name of your organisation when creating the exchange in the field "central organisation/s" or "hubs". The correct spelling is a prerequisite for automatic assigning of data. Useful note: The system suggests the corresponding central organisations as soon as the provider starts writing.

2. The provider must explicitly agree that the central organisation receives the rights to view data. He will agree by setting a checkmark beyond the field "central organisation/s".

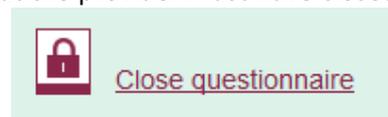
3. The evaluation of the exchange must be finished which means that the provider must have closed the questionnaire (by clicking on the lock symbol).



Hubs

I agree to make the results of this evaluation available to the indicated organisations for use in overall statistical analysis, in an anonymised way.

I agree to make the results of this evaluation available to the responsible insitutions of i-EVAL for use in overall statistical analysis, in an anonymised way.



It might be useful to give the providers relevant information and to assure transparency so that they are willing to grant the rights to view data:

- You should explicitly ask the provider to register you as central organisation and to set the corresponding checkmark, when creating an exchange.
- Explain the providers that you would like to use the data for overall analyses and make clear which objectives you can then pursue effectively.
- You may refer to the additional information to be found on the help page or at the FAQs on the info page.
- You shall assure that the [principles of use for the i-EVAL online-platform](#) do also apply to the central organisation level and you shall make them transparent for the providers.
- You shall use the results of your overall analysis to develop a quality and concept approach together with the providers. You may organise a symposium as an opportunity for the providers to discuss their results and to develop conceptual conclusions for further exchanges. Where an interest for this symposium exists, you may invite a representative from the research project Freizeitenevaluation (camp evaluation).

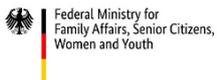
III. Further instructions

- The provider may remove the grant to view data at any time by clearing the name of the central organisation from the field and/or by removing the checkmark.
- If a questioning has been opened subsequently (a participant may fill in the questionnaire, for example), the exchange will also be removed from the list of exchanges visible for the central

organisation. As soon as the questioning has been closed, the overall results of the summary of results will be re-calculated.

- If a provider has removed an exchange from the system, it will also disappear from the summary of results.
- In case you or your partner may carry out youth exchanges regularly and you may want to participate at our panel study, you will receive further support when using i-EVAL. For further information, please refer to www.panelstudie.de.

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