

## Making sense sheet: Analysing as you go

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*This document gives supplementary information to [Evaluation Support Scotland Support Guide 3a: Analysing information for evaluation](#).*

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You don't always have to wait until after your delivery session to analyse your outcome evidence; sometimes you can "code as you go".

Imagine you run an outdoor play session for children. You could use a simple observation sheet to mark down a few significant examples of evidence there and then or immediately after in a quick debrief.

Date of session		
Note of key things that happened in play session		
Tick the relevant box Outcomes	Number of individuals	Name and example
<ul style="list-style-type: none"> <li>• <b>Improved skills in risk assessment</b></li> <li>• <b>Increased creativity and problem solving</b></li> <li>• <b>Greater appreciation of nature</b></li> </ul>		

For analysis, if you are not already using a spreadsheet or database to record evidence, you might want to use a grid to collate the evidence. You can then see how commonly examples occur.

In the example below we take one outcome and two indicators to illustrate just a few observations.

Outcome: Improved skills in risk assessment	Examples	Type of evidence
Indicators: Assess risks first	Kyle: tried wobbly plank first  Jade: looks for breaks and weakness in branches before climbing tree  Sasha: decides not to charge at Briony when she is standing against a brick wall	Observation/photo Observation  Observation
Take on new challenges	Sohail: tries something scary and said 'I can always stop if it gets dangerous'	Observation/quote

### Top tips

- Be careful of double counting, i.e. one person having evidence of achieving an outcome five times is not the same as five people achieving an outcome.
- Give a bit of context and note the date - in a few months' time it may be difficult to remember why you took that photograph of Kyle balancing on a plank of wood and how it was significant
- Do try to use exact words used, or capture 'the story'. This can help bring your evidence to life
- Be aware that at this point you are collecting and analysing evidence as you go; you are not reporting. You can decide later how to anonymise stories or ensure confidentiality.
- Take a sample. You don't have to record every incident of every outcome. But, because you're not giving every example, you can't be precise about exact numbers. You can make this clear when you write your report.



#### **Example**

##### **Outcome**

Children have improved skills in risk assessment

##### **Indicator**

Assess risks first

##### **Evidence**

Kyle jumped straight on the plank last week and fell off. This week he tested the weight first and used his arms to balance. He was noticeably pleased with his new skills.

Photograph courtesy of Go Play Outcome and Evaluation Framework from Grounds for learning (Malcolm Cochrane).

**Related resources:**

[Making sense sheet: analysing qualitative information](#)

[Making sense sheet: analysing quantitative information](#)

[Evaluation Support Scotland Support Guide 3a: Analysing information for evaluation](#)

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