Sample questions for a pre-assessment survey
in preparation for a remote hands-on laboratory training

Questions about the trainees
Part A: Personal information and educational background
1. Trainee name 2. What is your educational background (degree, area)? 3. How long have you worked at [relevant institution/laboratory]?
Part B: Practical knowledge and skills
4. Have you worked with [relevant device/tool/procedure] before? 5. Have you read the manual? Answer: Yes/No 6. Do you understand the connectors diagram? If no, please indicate your questions 7. Are you familiar with technical guideline [Guide A]? 8. Have you drafted any relevant technical procedure or instruction? If yes, provide the title.
Part C: Digital literacy and language skills
9. How comfortable do you feel using [name of videoconferencing platform] 10. Have you taken part in a virtual training before? If yes, what were the main challenges? 11. The training will be conducted in [language]. How well can you understand [the language]? How well can you speak [the language]? 12. Would you prefer that interpretation is provided?
Part D: Expectations
13. What are your three main expectations from this training?
Questions about the laboratory
Part A: Technical equipment
1. Is [device(brand/model)/cable/accessory/supply] available in your lab?
2. Is the device calibrated by an accredited calibration laboratory with suitable Scope of Accreditation, or NMI with suitable CMCs? If yes, which year?
3. Is there any specific software used for performing measurements and/or collecting data? Please provide the name.
Part B: Internet connectivity
4. Is any of the following remote connectivity software installed on the lab PC?
5. How stable and reliable is the internet connect at your laboratory?
6. Is there a time of the day when the internet connection is better? Please specify the times.

Last updated: 06.04.2022

Source: PTB CDO Navigator
www.cdo.ptb.de