

Holiadur / Questionnaire



Arddulliau holi amrywiol / Different questioning styles

Ceisio Ffeithiau: Anela'r cwestiwn at gael gwybodaeth am bwnc penodol.

Fact-Finding: Question is aimed at getting information on a particular subject.

Dilynol: Bwriad y cwestiwn yw cael mwy o wybodaeth neu farn.

Follow-Up: Question is intended to get more information or to elicit an opinion.

Adborth: Anela'r cwestiwn at ddarganfod y gwahaniaeth sy'n gwneud gwahaniaeth.

Feedback: Question is aimed at finding the difference that makes the difference.

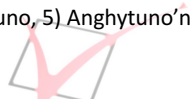
Arddulliau holi amrywiol / Different questioning styles

Cwestiynau graddfa h.y. 1 i 10.

Grade questions: 1 to 10.

Cwestiynau ffurf graddfa Likert: 1) Cytuno'n grif, 2) Cytuno, 3) Niwtral, 4) Anghytuno, 5) Anghytuno'n grif.

Likert scale questions: 1) Strongly Agree, 2) Agree, 3) Neutral, 4) Disagree, 5) Strongly Disagree.



Beth yw Holiadur? / What is a Questionnaire?

Mae holiaduron yn ffordd "rad" o gasglu data o nifer fawr o ymatebwyr posibl.

Questionnaires are an "inexpensive" way to gather data from a potentially large number of respondents.

Yn aml holiaduron yw'r unig ffordd ymarferol o gyrraedd digon o adolygwyr i ganiatáu dadansoddiad ystadegol o'r canlyniadau.

Often they are the only feasible way to reach a number of reviewers large enough to allow statistical analysis of the results.

Beth yw Holiadur? / What is a Questionnaire?

Os bydd yr holiadur yn cynnwys cwestiynau demograffig ynglŷn â'r cyfranogwyr, gallwn ddefnyddio'r ymatebion i gyd-berthnasu â'r perfformiad a boddhad â'r system ymhlith grwpiau gwahanol o ddefnyddwyr. E.e. Gallwn edrych ar ystadegau prawf darllen plant 9 mlwydd oed a cyd-berthnasu â'r perfformiad ar draws yr oeddrannau.

If the questionnaire includes demographic questions on the participants, they can be used to correlate performance and satisfaction with the test system among different groups of users. i.e. Look at children's reading results aged 9 years old and then correlate with the performance across other ages.

Arddulliau holi amrywiol / Different questioning styles

Agored: Nid yw'r cwestiwn yn gwahodd unrhyw ateb penodol, yn hytrach mae'n agor trafodaeth neu'n annog ystod eang o atebion ar gyfer datrys problemau'n greadigol.

Open: Question does not invite any particular answer, but open up discussion or elicit a wide range of answers for creative problem solving.

Caeedig: Mae'r cwestiwn yn benodol a rhaid ei ateb gyda ystod gyfun o ymatebion, neu gyda manylion fel y bo'n briodol.

Closed: Question is specific and must be answered with a small range of responses, or with details as appropriate.

Manteision / Advantages

Agored: Hawdd i ddefnyddio os mae'n anodd i gulhâi'ch ystod o ymatebion.

Galluogi ystod o ymatebion fyddwch heb ystyried.

Caeedig: Haws a chyflym i'ch cynulleidfa i lenwi.

Haws i gofnodi
Haws i greu adroddiad

Open: Can be used even if a comprehensive range of alternative choices cannot be compiled.

Allows you to receive a range of responses you may not have considered.

Closed: Quick and easy for your audience to complete.
Easy to record
Easy to create a report

Ffurio cwestiynau / Forming Questions

Geirio cwestiynau: Byr a syml

Mae'n llai cymhleth a dryslyd e.e.

"Sut ydych chi'n graddio'r ddarlith am ei gynnwys a chyflwyniad?"

"Sut ydych chi'n graddio'r ddarlith am:

- a) cynnwys
- b) cyflwyniad"

Wording: Short and simple
Its less complicated and confusing

"Please rate the lecture in terms of its content and presentation"

"Please rate the lecture in terms of its:
(a)content,
(b)presentation."

Ffurio cwestiynau / Forming Questions

Osgowch:

termau negyddol

cwestiynau sydd yn "bias"

cwestiynau sydd yn arwain y gynulleidfa i gasgliad tebyg

Avoid:

negative terms

bias questioning

Questions that can lead your audience to a similar conclusion



Cwestiynau Arweiniol / Leading Questions



Mae'r camau angenrheidiol ar gyfer dylunio a gweinyddu holiadur yn cynnwys:

The steps required to design and administer a questionnaire include:

- | | |
|--------------------------------|--|
| 1) Diffinio amcanion yr arolwg | 1) Defining the Objectives of the survey |
| 2) Penderfynu ar y Grŵp Samplu | 2) Determining the Sampling Group |
| 3) Ysgrifennu'r Holiadur | 3) Writing the Questionnaire |
| 4) Gweinyddu'r Holiadur | 4) Administering the Questionnaire |
| 5) Dehongli'r Canlyniadau | 5) Interpretation of the Results |

Beth all holiaduron ei fesur?
What can questionnaires measure?

Mae holiaduron yn eithaf hyblyg o ran yr hyn maent yn gallu'i fesur, ond does dim pob un mor addas ar gyfer mesur gwahanol fathau o ddata. Gallwn ddsbarthu data mewn dwy ffordd, **Goddrychol yn erbyn Gwrthrychol a Meintiol yn erbyn Ansoddol.**

Questionnaires are quite flexible in what they can measure, however they are not equally suited to measuring all types of data. We can classify data in two ways, **Subjective vs. Objective and Quantitative vs. Qualitative.**

Meintiol yn erbyn Ansoddol Quantitative vs. Qualitative

	Meintiol	Ansoddol
Gwrthrychol	Ydw Rwy'n defnyddio ActivInspire 6 gwaith yr wythnos yn fy ngwersi i.	Angen fwy o hyfforddiant yn defnyddio llusgo a ddisgyn
Goddrychol	Ar raddfa 1 i 10 Credaf fod i'n 8 yn fy ngallu i ddefnyddio ActivInspire	Hyderus lawn yn trafod y meddalwedd

	Quantitative	Qualitative
Objective	Yes I use ActivInspire in my lessons 6 times a week	Need more training on drag and drop
Subjective	On a scale of 1 to 10 I am 8 in using the software ActivInspire	Very Confident in using the software

Beth all holiaduron ei fesur? What can questionnaires measure?

Pan fydd holiadur yn cael ei weinyddu, bydd rheolaeth yr ymchwilydd dros yr amgylchedd yn gyfyngedig i raddau. Dyma pam mae gweinyddu holiaduron yn rhad. Mae colli rheolaeth fel hyn yn golygu bod dilysrwydd y canlyniadau'n dibynnu mwy ar onestrwydd yr ymatebwr.

When a questionnaire is administered, the researchers' control over the environment will be somewhat limited. This is why questionnaires are inexpensive to administer. This loss of control means the validity of the results are more reliant on the honesty of the respondent.

Beth all holiaduron ei fesur? What can questionnaires measure?

Holiadur Vs Prawf labordy Questionnaire Vs Lab test

Senario: Scenario:
Meistroli meddalwedd. Mastering software.

C) Pa mor hir gymerodd i chi i ddeall sut i ddefnyddio ActivInspire? (Meintiol, Gwrthrychol)

Q) How long did it take you to understand how to use ActivInspire? (Quantitative, Objective)

Meintiol yn erbyn Ansoddol Quantitative vs. Qualitative

Gallwch ddylunio holiaduron i gasglu data sydd naill ai'n ansoddol neu'n feintiol. O ran eu natur mae cwestiynau meintiol yn fwy manwl gywir na rhai ansoddol.

Gall y geiriau "hawdd" ac "anodd" olygu pethau gwahanol iawn i bobl wahanol.

Questions may be designed to gather either qualitative or quantitative data. By their very nature, quantitative questions are more exact than qualitative.

The word "easy" and "difficult" can mean radically different things to different people.

Siomedig / Disappointed

Yn aml mae myfyrwyr yn siomedig iawn pan fydd yr holiaduron maent yn eu hanfon allan fel rhan o'u cwrs yn cael cyfradd ymateb isel iawn, a gall hyn effeithio hyd yn oed ar ddilysrwydd eu hymchwil. Mae'n bwysig iawn felly, i holiaduron gael eu paratoi a'u llunio'n dda er mwyn lleihau i'r eithaf y rhai nad ydynt yn ymateb.

Students are often very disappointed when the questionnaires they send out as part of their course have a very low response rate, and this may even affect the validity of their research. It is very important, therefore, that questionnaires be well prepared and well constructed in order to minimize non-response.

Ystyriaethau cyffredinol General considerations

Cadwch yr holiadur mor fyr â phosibl

Os ydy'r holiadur yn hir ac yn gymhleth, bydd hyn yn gwneud y siawns o gael ymateb lawer yn llai.

Cadwch at y wybodaeth hanfodol neu ddefnyddiol iawn mae ei hangen.

Keep the questionnaire as short as possible

If your questionnaire is long and complicated, it will greatly lessen the chances of receiving a response.

Stick to the essential or very useful information needed.

Ystyriaethau cyffredinol General considerations

Targedwch yr holiadur yn ofalus

Rhaid sicrhau bod eich holiadur yn hollol berthnasol i'r person rydych yn gofyn iddo ei gwblhau. Os na all ateb y cwestiynau cyntaf, mae'n debyg iawn y bydd yn rhoi'r gorau iddi.

Target the questionnaire carefully

You must make sure that your questionnaire is completely relevant to the person you're asking to complete it. If they're unable to answer the first few questions, then they're very likely to give up.

Ystyriaethau cyffredinol General considerations

Targedwch yr holiadur yn ofalus

Ymchwil – Pwy allwn targedu?
Targedu'r rhai sy'n llai tebygol o dderbyn ceisiadau tebyg.
Cyswllt blaenorol cyn dosbarthu'r holiadur.

Target the questionnaire carefully

Research – Who do I target?
Target those who are less likely to receive similar requests.
Some form of prior contact before distributing the questionnaire.

Ystyriaethau cyffredinol General considerations

Ystyriwch gadw'r holiadur yn ddienw

Os bydd eich holiadur yn cynnwys cwestiynau sensitif neu bersonol, bydd angen i chi argyhoeddi ymatebwyr posibl y bydd eu hatebion yn gyfrinachol. Os na, ni fyddant yn ymateb.

Consider the question of anonymity

If your questionnaire contains sensitive or personal questions, you need to convince potential respondents that their answers will be confidential. If not, they will not respond.

"Top Tips"

- | | |
|---|---|
| 1) Cadwch eich iaith yn syml | 1) Keep your language simple |
| 2) Peidiwch â'i wneud yn rhy ffurfiol nac yn rhy anffurfiol | 2) Don't make it too formal or informal |
| 3) Dechreuwch gyda chwestiynau diddorol | 3) Start with interesting questions |
| 4) Osgowch gwestiynau arweiniol | 4) Avoid leading questions |
| 5) Cyfyngwch, neu osgowch ddefnyddio cwestiynau penagored | 5) Limit, or avoid, the use of open-ended questions |

"Top Tips"

- | | |
|---|---|
| 6) Defnyddiwch raddfeydd graddio syml neu restrau o ddewisiadau | 6) Use simple rating scales or lists of choices |
| 7) Rhowch eich cwestiynau mewn trefn resymegol | 7) Put your questions in logical order |

Gweinyddu'r holiadur Administering the questionnaire

- | | |
|--|--|
| Treialwch yr holiadur gymaint â phosibl
Mae treialu ymlaen llaw, efallai gyda chydweithwyr | Trial the questionnaire as much as possible
Pre-testing, maybe with colleagues |
| C)
Beth sydd angen i ni wirio yn yr holiadur? | Q)
What do we need to check for in the questionnaire? |

Gweinyddu'r holiadur Administering the questionnaire

Rhowch gyflwyniad eglur i'r holiadur

- *pwrpas yr holiadur
- *pam mae hi'n bwysig i chi (a pham y gallai fod yn ddefnyddiol i'r ymatebwr)
- *pa mor hir y dylai gymryd i'w gwblhau
- *beth fydd yn digwydd i'r canlyniadau
- *manyion cyswllt cyflawn
- *dyddiad ymateb terfynol

Clearly introduce the questionnaire

- *the purpose of the questionnaire
- *why it is important for you (and why it could be useful for the respondent)
- *how long it should take to complete
- *what will happen to the results
- *complete contact details
- *final date for reply

Crynodeb / Summary

- | | |
|---|---|
| 1. Ysgrifennwch holiadur byr. | 1. Write a short questionnaire. |
| 2. Defnyddiwch eiriau syml. | 2. Use simple words. |
| 3. Ysgrifennwch gwestiynau sy'n hawdd eu deall. | 3. Write questions that are easy to understand. |
| 4. Dechreuwch gyda chwestiynau diddorol. | 4. Start with interesting questions. |
| 5. Peidiwch ysgrifennu cwestiynau arweiniol. | 5. Don't write leading question. |
| 6. Osgowch negydd dwbl. | 6. Avoid double negatives. |

Crynodeb / Summary

- | | |
|---|---|
| 7. Peidiwch wneud y rhestr o ddewisiadau'n rhy hir. | 7. Don't make the list of choices too long. |
| 8. Osgowch gysyniadau anodd. | 8. Avoid difficult concepts. |
| 9. Osgowch gwestiynau atgofio anodd. | 9. Avoid difficult recall questions. |
| 10. Rhowch eich cwestiynau mewn trefn resymegol. | 10. Put your questions in a logical order. |
| 11. Profwch eich arolwg ymlaen llaw. | 11. Pre-test your survey. |
| 12. Rhowch enw i'ch arolwg. | 12. Name your survey. |

Triangulation / Triongliant

Ymchwil personol (Darllen)
Ymchwil yr holiadur
a phrofiad

Mae defnyddio gwybodaeth y ddwy
ffynhonnell a sut mae nhw'n debyg neu'n
annhebyg i'ch ymchwil. Gall y drydedd
ffynhonnell cytuno neu anghytuno gyda'ch
ymchwil chi er mwyn arddangos triongliant.

Pa fath o ymchwil gallwn ddefnyddio i
arddangos y triongliant?

Background research (Reading)
Research from the questionnaire
and experience

Using the information from both
sources to compare and
sometimes contrast to triangulate
the information with another
source. We can use a third source
to agree or disagree with your
research.

What kind of research could we
use to show this triangulation?



Microsoft
Forms



Google Forms

Sylwadau Arholwr Allanol / External Examiner Comment

Angen gwell dadansoddiad o gwestiynau agored Better analysis of open questions

e.e. Roedd 5 ymateb yn sôn am wneud defnydd o brofiadau gweledol ar gyfer y plant. e.g. There were 5 responses that highlighted the use of visual experiences as beneficial for the children.

Dim cyfeirnod i ymateb y 5 cyfranogwr! Not quoting all 5 responses!

Amlygwch yn yr atodiad – grêt, ond peidiwch wastraffu'ch geirfa! Highlight this in the appendix – great, but don't waste your word count!
