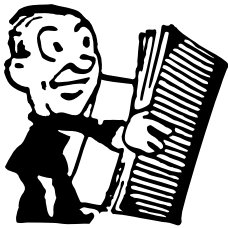




**Department of Enrollment Services**  
*Testing Center*

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## Educational Policy Evaluations



Evaluations must be brought in as a set each semester. All evaluations you wish to have scanned and reported as a group must be dropped off at the same time. Evaluations for the same semester that are dropped off at a later date, may not be included in the overall group statistics.

1. Drop off evaluations at the front desk in Mellencamp Hall, Room B28 with a completed *Evaluation Processing Form* providing all the requested information.
2. Educational Policy custom forms (252087) must be used. Course numbers including section and instructor codes must be indicated using a # 2 pencil if they are to appear on the reports. These numbers must be filled in accurately in order to produce accurate results.
3. Evaluations are scanned as one file. Statistical reports are produced and placed on Pantherfile.

Please plan on allowing two weeks for the processing of all evaluations. If the required / agreed upon format is not followed, the evals will be returned for correction. If there are minor discrepancies the process may take longer than the two-week turn around time. If you are planning to change the format of your department evaluations, you must contact Lisa Kasten in the Testing Center at x6388 the semester prior to implementation.

Thank you for your cooperation.