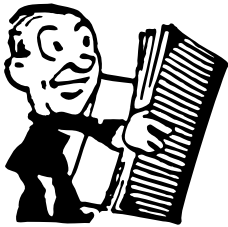




Department of Enrollment Services
Testing Center

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English Composition 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 the Testing Center, Mellencamp B28 with a completed *Evaluation Processing Form* providing the requested information.
2. Each group should be clearly labeled with the instructor's name and course number on the outside of the envelope.
3. Green X5 answer sheets must be used. The questionnaires must be completed using #2 pencils.
Sheets should all face the same direction
4. This data is then placed on Pantherfile for access.

Please plan on allowing two weeks for the processing of all evaluations. If the required / agreed upon format is not followed, the evaluations 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 or use a pre-slugged scannable sheet, you must contact Lisa Kasten in the Testing Center at x6388 the semester prior to implementation.**

Thank you for your cooperation.