

EVALUATION FORMAT



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 Hall, Room B28 with a completed *Evaluation Processing Form* providing the requested information.
2. Each envelope should be clearly labeled with the instructor's name and course number on the outside of the envelope.
3. The evaluations are separated by course. The first sheet is a **green X-5** answer sheet, which serves as a "header" sheet for the scanning process. It is important for this sheet to be filled out correctly with the instructor's last name filled in **and** the course number and section number filled in the ID field. The remainder of the sheet should be blank. Be sure to include this sheet. Without this sheet, individual courses cannot be identified.
4. The following sheets are the answer sheets completed by students. These are **green X-5** answer sheets that are marked with the student responses for the questionnaire. **Sheets should all face the same direction.**
5. Statistical reports are 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 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 6388 the semester prior to implementation.

Thank you for your cooperation.