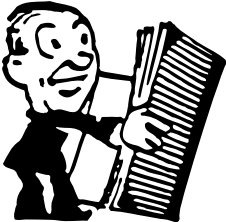




Department of Enrollment Services
Testing Center

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Human Movement Department 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 Hall Room B28 including the completed *Evaluation Processing Form* providing the requested information.
2. The outside of each envelope should be clearly labeled with the correct semester, instructor's name, course number and instructor code if used.
3. Human Movement custom forms (19542 Purple, 83739 Pink, 70921 Blue) must be used. The sheets must have the course number and the instructor code filled in and the ID field, left justified. **PLEASE NOTE:** If the instructor code is left blank, and more than one instructor taught the same course, the data for that course number will be combined into the same report without differentiating between instructors. **Sheets must face the same direction.**
4. Evaluations are separated according to color. Four different formats exist, Blue (faculty), Pink (lab), Purple (field courses/internship), Green (TA).
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 or 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.