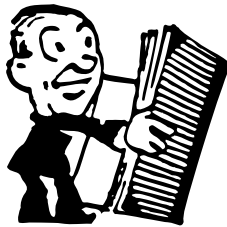




Department of Enrollment Services  
*Testing Center*

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## School of Social Welfare Teaching 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 along with a completed *Evaluation Processing Form* providing the requested information. The envelope or box should be clearly labeled with the department name and number.
2. Custom forms (**216842-2**) must be used. It is important for this sheet to be filled out correctly with the course and section code filled in. Sheets should all face the same direction and be filled out with #2 pencil.
3. The converted data file is 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 6388 the semester prior to implementation.

Thank you for your cooperation.