



Department of Enrollment Services  
Testing Center

Mellencamp Hall  
PO Box 749  
Milwaukee, WI  
53201-0749  
414 229-4689 *phone*  
414 229-6940 *fax*  
[www.uwm.edu/Dept/DES](http://www.uwm.edu/Dept/DES)

## School of Information Sciences 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 evals at the front desk in the Testing Center, Mellencamp B28. Fill out an *Evaluation Processing Form* providing the requested information. Each envelope should be clearly labeled with the instructor's name and course number on the outside of the envelope.
2. SOIS custom forms must be used. The forms must be filled in with the required information using a #2 pencil. The information must be filled in accurately to produce accurate results. Sheets should all be facing the same direction
3. The evaluations are separated by course. The sheets are kept in order during scanning and replaced in the department envelope.
4. The scanned data file is imported into survey software to produce frequency reports. These 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 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.