

Evaluation Services

Teaching and Educational Development Institute

Student Evaluation of Teaching (TEVAL)

TEDI offers a variety of evaluation services. The Student Evaluation of Teaching (TEVAL) is the service most commonly used by Tutors.

Purposes and timing

- For individual tutors to gather student feedback which they can use to reflect on and improve their teaching
- For individuals to use for summative purposes, e.g. inclusion of results in employment and promotion applications

The results of TEVALs are confidential between you and TEDI. Only you can order a TEVAL of your teaching; no one else can order a TEVAL on your behalf nor can you order one on anyone else's behalf.

Choosing the right TEVAL form

Tutors generally find our Tutoring TEVAL most appropriate to their needs. This instrument is made up of the following items;

1. The tutor used time constructively to cover important points
2. The tutor was effective in stimulating my interest
3. The tutor created a pleasant, friendly learning environment
4. The tutor encouraged students to participate actively
5. The tutor helped me to develop ideas further
6. The tutor treated me with respect
7. The tutor gave clear explanations
8. The tutor seemed knowledgeable
9. The tutor communicated enthusiasm for the material
10. The tutor helped me to improve my learning skills
20. All things considered, how would you rate this staff member's overall effectiveness as a university teacher?

Questions 11 – 19 are reserved for you to insert your own questions from our Item Bank which can be accessed from our website (<http://www.tedi.uq.edu.au/evaluations/index.html>). In addition to these questions students are given the opportunity to make any general comments about the strengths of your teaching, any areas for improvement, and the experience of completing the TEVAL. Plan to allow adequate time for students to write comments – they are usually constructive and extremely helpful in interpreting quantitative data.

Other available TEVALs that you might consider using are the;

- Clinical TEVAL
- Distance/flexible TEVAL
- Lecturing TEVAL, Independent Project (UG) TEVAL, and
- Thesis (PG – Hons/Mas/PhD) TEVAL.

Details about these instruments can be accessed at our website (<http://www.tedi.uq.edu.au/evaluations/index.html>).

Ordering a TEVAL

You can order your TEVALs online at our website (<http://www.tedi.uq.edu.au/evaluations/index.html>). Before placing an order make sure you have selected the instrument you would like to use and any optional questions from our Item Bank. We also need your staff number. You need to place a separate order for each tutorial group, even if they are for the same course code.

You can place your order as early as you like in the semester. It is important that we receive your order **at least 10 working days** prior to when you plan to administer the evaluation to allow us time to process the large numbers of orders received each semester. You can choose when to administer the evaluation. Generally tutors elect to administer the evaluation near the end of semester, but you may find it more useful to obtain student feedback at an alternative time such as mid-semester.

Administering your TEVAL

After placing your order we will send you;

- instructions for preparing and administering the TEVAL
- a master copy of the questionnaire (two pages) for you to photocopy as per our instructions, and
- a reply paid envelope.

When photocopying TEVAL questionnaires please make sure they are;

- photocopied **back-to-back** with **no staples**,
- are photocopied on **standard 80gsm white paper**,
- centred on the page so that the **black boxes appear fully and squarely** in the four corners, and
- **clear of marks, smudges, or lines.**

It is **essential** that your TEVALs are prepared according to these stipulations. We use scanning equipment to process the evaluations and if any of these requirements are violated your TEVAL **will not** be processed.

To ensure students' confidentiality a student is to distribute and collect the TEVAL under your instruction. They will then sign the reply paid envelope before using it to return the completed TEVALs to the Evaluations Unit.

Receiving your TEVAL results

We will send you a summary report and return the completed questionnaires, so that you may read students' comments, after student results are formally posted. The Evaluations Unit becomes particularly busy towards the end of each semester so please allow a little extra processing time.

Interpreting and responding to TEVAL results

For each item your TEVAL report will provide an average score, the percentage of students that agreed or strongly agreed with the item, and a normative comparison where it is available. We recommend using an interpretation approach that is most useful to you. You may also like to discuss your results with your supervisor or course co-ordinator.

Other Evaluation Services

Institutional Course Evaluation (iCEVAL)

The Institutional Course Evaluation (iCEVAL) is a standard instrument used throughout the university. Faculties are responsible for ordering iCEVALs, and this should be organised so that an iCEVAL is conducted for each course at least once every 3 years. iCEVALs are compulsory and the results are disclosed to the course coordinator, the faculty, and the university community. Coordinators are able to request iCEVALs in special circumstances where course evaluations are required more frequently than every three years.

Faculty of Business, Economics & Law Evaluation (BEL-EVAL)

The Faculty of Business, Economics & Law Evaluation (BEL-EVAL) is designed to evaluate teaching and aspects of the course. It is applied to all courses within the BEL Faculty each semester. Each school within BEL is responsible for ordering BEL-EVALs and results are disclosed to the course coordinator, the school, and the faculty. The BEL-EVAL is a standard instrument consisting of the ten TEVAL (Lecturing) items, four course evaluation items and an overall teaching satisfaction item. We therefore strongly advise against using the TEVAL (Lecturing) in conjunction with the BEL-EVAL due to item repetition.

University of Queensland Student Experience Survey (UQSES)

The University of Queensland Student Experience Survey (UQSES) is a biennial survey sent to all first year students, all final year and honours students, and all post-graduate coursework students. The UQSES collects information about student satisfaction with various aspects of their university experience. It is about overall student experience in their program of study but is not linked to specific courses. The UQSES will next be conducted in 2005 in an online format.

Customised Evaluations

The Evaluations Unit also offers the development of customised evaluation instruments by request. Please contact the Evaluations Unit for further details about this service. In most circumstances customised evaluations are charged to the relevant department or school.

Contact Us

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