



## Evaluation Services Unit Teaching and Educational Development Institute

### Preparing questionnaires

A master copy of your questionnaire and a reply paid envelope are enclosed. Please;

- check the master questionnaire (2 pages: 1 front page, 1 back page for open-ended comments),
- photocopy the two pages **back-to-back**, in sufficient numbers for all your students, and
- take care to match the reference number and evaluation date on the questionnaire with the corresponding student group when preparing questionnaires for multiple groups within a single course.

When photocopying questionnaires please make sure they are;

- photocopied **back-to-back** with **no staples**,
- 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 questionnaires are prepared according to these stipulations. We use scanning equipment to process the evaluations and if these requirements are not met your evaluation **will not** be processed.

### Administering Questionnaires

Please follow these procedures.

1. Provide students with plenty of notice that a questionnaire will be administered on a particular day and explain its purpose – this is more likely to elicit constructive feedback than a survey presented with no notice or explanation
2. Set aside 10-15 minutes of class time for survey completion.
3. Instruct students to read the five instructions at the top of the questionnaire. Emphasise to students that;
  - for each item they should completely fill a **single response bubble** with black or blue pen or HB pencil;
  - their completed questionnaires, unseen by you, will be returned to TEDI for processing;
  - their **responses are anonymous** and you will not see written comments until after marks are finalised;
  - **you value their opinions** and would like feedback on your teaching and/or the course to help you make improvements and, if you choose, that results may be used as evidence concerning your teaching in, e.g. applications for promotion or continuing employment.
4. Before exiting the room ask a student to distribute the questionnaires and to collect them after everyone has finished. **Exit the room while the students are completing the survey.** Allow 10 minutes.
5. When you re-enter the room, if they have not already done so, ask the student to put the questionnaires into the enclosed reply paid envelope and **sign the back of the envelope** to indicate that recommended procedures were followed.
6. Instruct the student to **return the envelope** to TEDI by;
  - placing it in internal mail
  - asking the School Administration Officer to put the envelope in internal mail,
  - placing it in an Australia Post mailbox, or
  - returning it to TEDI directly at Building 15, St Lucia.

Questionnaires should be mailed to TEDI on the day they were completed, or, in the case of evening classes, no later than the following day.

We will send you a summary report and the completed questionnaires, so that you may read students' comments, after student results are formally posted.

### Contact Us

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