Educational Policy Evaluations

Paper Process

Evaluations must be brought in as a set each semester. All evaluations you wish to have processed 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 Mellencamp Hall, Room B28 with a completed Evaluation Processing Form providing all the requested information. This form can be found on the Testing Center website at www.testingcenter.uwm.edu.

2. Educational Policy custom forms (252087) must be used. Course numbers including section and instructor codes must be indicated using a # 2 pencil if they are to appear on the reports. These numbers must be filled in accurately in order to produce accurate results.

3. Statistical reports are produced and placed on Pantherfile.

Online Process

1. The Testing Center will send out announcements to departments prior to the evaluation period.
2. Departments will submit the Online Evaluation Processing Request with courses/sections and instructors (subject, three-digit course number, and section number, otherwise the five-digit class number) to be evaluated by the Testing Center no later than three weeks before the end of the semester.
3. The Testing Center will send out the online survey one week before the end of the semester including any incentive options made available to them.
4. The Testing Center will send reminder emails to non-respondents to complete the online evaluation.
5. Students will have two weeks to complete the evaluation.
6. The Testing Center will process the data and provide reports via Survey Tracker and share on Pantherfile.

Please plan on allowing three weeks for the processing of all evaluations. If the required/agreed upon format is not followed, the evaluations will be returned for correction. If there are minor discrepancies the process may take longer than the three-week turnaround time. If you are planning to change the format of your department evaluations you must contact Lisa Fugina in the Testing Center at 229-6388 the semester prior to implementation.

Thank you for your cooperation.