Office of the Registrar
Testing Center

GEOGRAPHY

Paper Process

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. Complete the Evaluation Processing Request and drop off the evaluations at the front desk in the Testing Center, Mellencamp Hall, Room B28.
2. Each section should be placed in an envelope and clearly labeled with the instructor's name and course number. Please submit the envelopes in the same order listed on the Evaluation Processing Request.
3. The first sheet should serve as a "header" sheet for the scanning process. It is important for this sheet to be filled out correctly with the instructor's last name filled in **and** the course number and section number filled in the ID field (6-8 DIGITS, NO SPACES). **PLEASE NOTE**: **If more than one instructor taught the same course, the data for that course number will be combined into the same report unless a special code is used to differentiate between instructors.** The remainder of the sheet should be blank. Be sure to include this sheet. Without this sheet, individual courses cannot be identified.
4. The completed evaluation sheets for that course should be in the same envelope. **Sheets should all face the same direction.**
5. Statistical reports are share via SharePoint.

6. Please plan to allow 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.

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