



Office of the Registrar
Testing Center

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Music Department Evaluations

ONLINE PROCESS

1. Complete the [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.
2. Five requests will be submitted for: Performance, Ensemble, Academic Online, Academic Face to Face, Education.
3. The Testing Center will send out the online survey and reminder emails to non-respondents to complete the online evaluation.
4. The Testing Center will process the data and provide reports via SharePoint.

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.

Thank you for your cooperation.