



*Registrar's Office  
Testing Center*

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## Art and Design Evaluations

### 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 Sharepoint.

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.