

The Student Course Survey Process

1. Survey invites will be emailed directly to students beforehand

Students will be sent emails on Monday 14 October to invite them to partake in the course survey for each course they have attended in Semester 2 2019. The email will be sent to the students 'preferred' email address (saved in the student portal) and it will have come from 'Unitec Course Evaluation Team' with the subject heading 'Unitec Course Evaluation - please save email for your evaluation of [course name]'. Students will receive an email for each course they are enrolled in this semester. They need to complete them all but these can be completed on different days. They will have three weeks to complete the surveys (surveys will close on Sunday 3 November).

2. Each teacher to allocate a 15min time slot in class for the evaluation and let the students know beforehand

It is essential that the students are given time during the course lessons to conduct the evaluation survey. Carrying out the survey in class time greatly increases the number of responses we will get from students. It's up to the course teacher to decide the best time to do this. The teacher needs to let their students know when the survey will be completed beforehand, so that the students know to bring a device on that day. The survey will work on laptops, desktop computers, tablets and phones.

3. Course Evaluations Conducted

Allow 15mins for the students to conduct their evaluations in class. Ask them to go to their email inboxes on their device and open the email invite that is specific to your course (they will have more than one email invite due to other courses to be evaluated). The email will make it clear which invite is for which course and provide information to the students on what to do. The information provided by the students is confidential. We recommend that you ask another staff member such as an AAQ to take your place in the room for the time taken by the survey. Please share these instructions with them. We are unable to supply staff to supervise the process in classrooms.

Please make sure you thank students for their time in answering the questions. We thank you for supporting this process.

4. Results to be analysed and reported back to you via your APM/ AL.

Te Korowai Kahurangi will analyse the results and provide course level reports by Monday 18 November. Your Academic Programme Managers/ Academic Leaders will send you your results directly. It is recommended that the information is saved to the programme H Drive and then is used in course evaluation and planning (CEP) and PEP reports and as part of moderation processes.