Manual for examiner - Quick Search, course evaluation system

Background

In 2011, the Education Committee decided that a new common course evaluation system was to be introduced at the University. Since then, efforts to develop new guidelines, a new structure and a new course evaluation tool have been ongoing. In 2012, the Education Committee established and confirmed the guidelines for course evaluations at the University including standard statements in the course evaluation which are now in use.

The technical solution has been discussed between Quick Search and representatives of the Education Committee, IT department, student department, teachers and course evaluation administrators.

Prerequisites

Data is to be taken from Kursinfo and Ladok. This means that our systems need to be in order; otherwise, course evaluations will not work satisfactory.

What to do

The course evaluation administrator is responsible for activating the course evaluation. In good time before the end of the course, you will receive an automatically generated e-mail message as below *. Naturally, the exact date you will receive it depends on when it was activated. If nothing is done at the first mailing, you will receive a reminder approx. one week before the course ends.

*Hi <name>,

You will now find a course evaluation questionnaire for <course cod and course name>, ready for you to adapt to your needs. You can add up to 5 own questions. You can also add other teachers who have taught on the course. If you do not alter the questionnaire, it will be sent to the students on <evaluation - date> with a number of fixed questions and questions concerning the course objectives.

You can reach the questionnaire editing tool by clicking on the following link: <course evaluation>

This link in the email will take you to: "Settings for the questionnaire"

SETTINGS FOR THE QUESTIONNAIRE.

> Here you can alter the settings for the course evaluation questionnaire.

Course name: Administration av datorsystem
Course code: TE2003
Course coordinator: Mattias Weckstén
Questionnaire language: English
Start Week: 36
End Week: 44
Group: 13401 - Administration av datorsystem - Normal - dagtid; H3401 - Administration av datorsystem - Normal - dagtid; X3401 - Administration av datorsystem - Normal - dagtid

1. Add more teachers for the course
You can add a maximum of 10 more teachers to a questionnaire. These teachers will automatically gain access to the students' answers and comments when the course evaluation is completed.

Adam Duracz (adadur) ▾

ADD

No teachers have been added.

Here you have, among other things, the possibility to add additional teacher(s) who have taught on the course; therefore, allowing them to view the results of the evaluation.

Course evaluation´s standard questions

Under the heading below, "Statements within the course evaluations four themes (index areas)" you will see the standard statements that are to be answered in the evaluation. Students will, via a link, have access to the actual curriculum to make it easier to have the possibility to relate to these statements.

Statements within the course evaluations four themes (index areas)
Starting points regarding studies
- I had early on in the course a clear picture of the course´s content
- I had early on in the course a clear picture of the learning outcomes
- I had early on in the course a clear picture of the course's structure
- I had early on in the course a clear picture of the course´s working methods
- I had early on in the course a clear picture of the requirements for examinations
- I had early on in the course a clear picture of the assessment criteria

Course content
- The teaching was relevant in relation to the learning outcomes
- The content of the reading/course material was relevant in relation to the learning outcomes
- The content of the examination(s) was relevant in relation to the learning outcomes

Course design
- The structure of the course created good possibilities to be able to achieve the learning outcomes
- The teaching and working methods created good possibilities to be able to achieve the learning outcomes
- The examination(s) were well designed in relation to the learning outcomes

The implementation of the course
- My own efforts created a good opportunity for me to be able to achieve the learning outcomes
- Other students' efforts created a good opportunity for me to be able to achieve the learning outcomes
- The teachers' efforts created a good opportunity for me to be able to achieve the learning outcomes

Specific course questions/statements

Here you have as the examiner the possibility to add up to 5 specific course questions/statements. The figure below shows the various options for responses you can use.

Once you have added to the specific course questions, you can take advantage of all the dates of the course evaluation process.

Mailing of course evaluation

The Monday after the course/module's final day, the students receive an e-mail with a link to the course evaluation. The evaluation is open for 8 days and closes the next Monday. Students will receive two reminders, on day 3 and day 6, if failing to respond to the original mail.

Even you as examiner will receive a mail when the course evaluation is sent out. Please encourage your students to respond to these evaluations.

The closing of the course evaluation

Course evaluations will close after 8 days. As examiner, you will receive an e-mail with the link to the results. All teachers have the opportunity to see the compilation and to contribute to the comments. Therefore, even teachers you have added to the list will receive this link. The examiner is responsible that this service is provided within the time frame.

In the cases where no major problems regarding the course are highlighted, the examiner can comment with a standard phase e.g. "*The examiner has read the course evaluation, noting that it does not require any considerable revision before the next course is undertaken.*" The extent of the examiner's comments/analysis must reflect the extent of critical comments that the students have made. The examiner has 14 days in which to comment.

Feedback to the students, with the comments, is available 15 days after the course evaluation has closed. The comments are entered via a comment link that is sent in the email. You have 2,000 characters at your disposal for these comments.

If you receive a course evaluation that shows: "Unable to show a result, too few respondents", this is due to the fact that fewer than three students have responded to the survey. In these cases, no data for the questions is displayed; however, comments will be available. To help anonymity, there is a response limit i.e. no data is displayed if fewer than three responses are submitted. Please explain to the students in the comments box exactly what "Unable to show a result, too few respondents" means.

Should you forget to comment the report, you will receive a reminder after one week.

Feedback to students

Students will receive an email 15 days after the closure of the course evaluation with the result and the examiner´s feedback.
All reports to students are made public with the compiled result and the examiner´s comments but without the students' comments.

Support

If you have any questions or queries concerning course evaluations, please contact your school´s course evaluation administrator.