

# **NIU** Course and Instructor Evaluations

## **Guidelines to Assist Departments in the Administration of Student Evaluation of Instruction Instruments (Applicable to Departments Using Scannable Answer Forms)**

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**In order to properly process your evaluations, Testing Services needs to know when changes are made to your questionnaire so the appropriate parameters can be modified and your evaluations processed correctly. Such information includes the number of questions, item weights, and sub-grouping information.**

**If you have any questions, please contact Michael Rothamer, (815)753-6148.**

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### **Before Administration of the Evaluative Instrument**

- I. Prepare an evaluative instrument (questionnaire) containing one or more multiple response items. Up to forty (40) items may be used. These items should be numbered consecutively beginning with number 1.
- II. Direct instructors who plan to seek responses to items for their personal use (the results of which will be available only to the instructor and will not bear on personnel decisions) to prepare their instruments in keeping with the 40 item limit noted in the preceding section. These personal items should be numbered consecutively beginning with number 41.
- III. Secure the necessary number of N 5-10 scannable forms from Testing Services, 128 Adams Hall (Phone 753-1203). Note - Departments must use the same answer form for all evaluations.
- IV. Arrange for the person who is designated to administer the evaluative instrument to each course section to receive the following:
  - A. The time and place at which he/she is to conduct the student evaluation of instruction.
  - B. Sufficient quantities of the department or college evaluative instrument (questionnaire) to accommodate all enrolled students.
  - C. Sufficient quantities of any items which the instructor wishes to have administered for his/her personal use.
  - D. Sufficient quantities of scannable forms to accommodate all enrolled students.
  - E. A few #2 pencils for students who didn't bring one.
  - F. A copy of the Script for Student Evaluation of Instruction and all information necessary for administration of the instrument to the designated class. Included in the latter are:
    1. The instructor's last name (spelled correctly), and first and middle name initials if available.
    2. The date of administration of the evaluative instrument.
    3. The department through which the course is offered. If the course is interdisciplinary or interdepartmental, the person administering the instrument must be given the special "departmental" name under which the course is offered.
    4. The course number.

5. The section number of the course.
6. The four or five-digit class number for the course section to be evaluated. This number appears on the department's course offering form for the course and section.

NOTE: Problems encountered in the past in differentiating between various course and section offerings mandate that a fail-safe system for identifying and differentiating between them be introduced. The best approach to this problem appears to be use of the class number.

- G. Essential materials (including labeled envelopes) and directions for disposition of evaluation instruments and completed response sheets.

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### **After Administration of The Evaluative Instrument**

- I. Separate used scannable response forms (those on which students responded) from unused scannable forms, questionnaire sheets, handwritten evaluations, scripts and direction sheets.
- II. Prepare a list in logical order of those course sections in which students evaluated instruction on scannable forms. The list must include the department name, semester and year for the evaluations. For each course section include the class number, the course and section numbers, and the instructor's name. Arrange the sets of scannable forms in the same order for submission to Testing Services.
- III. Transport to Testing Services the department's assemblage of scannable evaluation response sheets along with a copy of the list referred to in II above.

Testing Services will process the response sheets and provide those reports mandated by the student evaluation of instruction policy.

Upon completion of processing -- but not before grades have been reported for all course sections for which response sheets were submitted -- Testing Services will return to the respective department all response sheets and attendant reports. Each department will take responsibility for distribution of all documents while accommodating the confidentiality concerns of all persons associated with the student evaluation of instruction.

# **NIU** Course and Instructor Evaluations

## **STUDENT ASSESSMENT OF TEACHING EFFECTIVENESS PACKET INSTRUCTIONS (for instructor)**

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**University Policy requires that a student assessment of teaching effectiveness be completed for your class. Please observe the procedure outlined below so that we may have reasonable uniformity of process.**

- 1. Refrain from making comments to your classes about the evaluation process.**
- 2. Deliver the envelope containing the rating materials to a student enrolled in your class. IF POSSIBLE, TAKE A SMALL SUPPLY OF #2 PENCILS FOR USE BY THE STUDENTS WHO DO NOT HAVE THEM. Request that this student assume responsibility for administering the rating scales in the exact manner outlined in the direction sheet attached to the envelope.**
- 3. Leave the classroom while the students are completing the evaluation form.**
- 4. For campus classes, the sealed envelope containing completed ratings must be immediately returned by the student who administered them to the department office or to another designated place.**

# **NIU** Course and Instructor Evaluations

## **SCRIPT FOR STUDENT EVALUATION OF INSTRUCTION**

**(For use with N 5-10 Answer Form)**

### **ASSESSMENT OF TEACHING EFFECTIVENESS**

#### **PACKET INSTRUCTIONS (for student administering the rating scale)**

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**Please utilize the following procedures exactly as presented below:**

#### **A. READ THE FOLLOWING STATEMENT TO THE CLASS:**

The goal of the University is to recognize effective teaching as an important criterion in the evaluation of faculty members for matters of salary, promotion, and tenure. Your assessment of teaching effectiveness is an important part of that process; evaluations will go to the personnel committee as well as to the faculty member after the semester has ended. Be fair and objective in rating your professor.

#### **B. DISTRIBUTE A RATING SHEET AND AN ANSWER SHEET TO EACH MEMBER OF THE CLASS.**

#### **C. READ THE FOLLOWING DIRECTIONS TO THE CLASS:**

1. Use a #2 lead pencil to complete the answer sheet. Do NOT use ink.
2. Turn the answer sheet so that the front is up and the section for Name is at the left.
3. In the boxes to the left titled LAST NAME print your instructor's last name. Print his/her initials in the INIT section. Blacken in the corresponding letter in the column below each letter of the name and initials.
4. On the line titled DATE write today's date.
5. In the DEPT boxes print the abbreviated department title.
6. Write the course number in the COURSE boxes, and the section number to the right of the class number.
7. In the first four or five spaces of the section of the answer sheet titled ID NUMBER write the class number of this course.
8. Blacken the appropriate space in the column below each number which you have written.
9. Now read and follow the directions on the question sheet.

#### **D. COLLECT THE COMPLETED ANSWER SHEETS AND RATING SHEETS AND PLACE THEM IN THE ATTACHED ENVELOPE. SEAL THE ENVELOPE AND INFORM THE CLASS THAT YOU ARE TO RETURN THEM TO A CENTRAL COLLECTION POINT FOR ANALYSIS.**

# NIU Course and Instructor Evaluations

## Example N 5-10 Scannable Form

Below is a copy of NIU's N 5-10 Scannable Form used for *Student Evaluations of Instruction*. This sheet lists the information necessary for properly completing Instructor Evaluations. Please review this information before delivering your Instructor Evaluations to Testing Services.

Instructions: Using a softlead pencil, completely blacken only one oval per question. Do not use ink or colored pencil. Cleanly erase any unintended marks.

Poor      
Good

MON. / DAY / YR.

LAST NAME    INIT.    ID NUMBER    DEPT.    COURSE    DATE

Dept.    Course Number    Today's Date

Four or five-digit class number in the four or five leftmost columns and the three digit course number in the three rightmost columns

Two-digit section number in the 'SEC' field

Student Evaluation of Instruction Items 1 through 40

Instructor's Name and Initials

Instructor's Personal Items 41 through ?

NORTHERN ILLINOIS UNIVERSITY Testing Service

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11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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# NIU Course and Instructor Evaluations

## Explanation of Student Evaluation of Instruction Reports

A report showing the results of responses to departmentally prepared items will be prepared for each course section for which evaluation sheets are submitted. Two copies are printed - one to be sent through the department chairperson to the departmental personnel committee, the other to the instructor. If the instructor administered evaluation items for his/her own personal use, a second report showing the results of these items will be prepared. This report and all evaluation response sheets for the corresponding course section will be given to the appropriate instructor.

The results of all University Council mandated evaluations as well as those for instructors' personal items are reported in the same format. Each department and/or instructor is to provide the appropriate interpretation in keeping with the wording of each item and the weighting scale assigned to it.

Following is an example of a *Student Evaluation of Instruction Report*.

<u>PROF'S NAME</u>	<u>CLASS NO. 1111</u>	<u>COURSE 111</u>	<u>SEC 11</u>	<u>12/02/99</u>															
					<u>VALID</u>					<u>RATE A</u>		<u>RATE B</u>		<u>RATE C</u>		<u>RATE D</u>		<u>RATE E</u>	
					<u>ITEM</u>	<u>RATES</u>	<u>AVG.</u>	<u>MEDIAN</u>	<u>SD</u>	<u>NO.</u>	<u>%</u>	<u>NO.</u>	<u>%</u>	<u>NO.</u>	<u>%</u>	<u>NO.</u>	<u>%</u>	<u>NO.</u>	<u>%</u>
<u>CLASS STANDING</u>					1	55	0.00	0.00	0.00 *	40	73	10	18	0	0	5	9	0	0
<u>CLASS IN MAJOR</u>					2	55	0.00	0.00	0.00 *	20	36	25	45	0	0	0	0	10	18
<u>HOW MANY IN CLASS?</u>					3	55	0.00	0.00	0.00 *	20	36	20	36	10	18	5	9	0	0
<u>COURSE WAS REQUIRED OR ELECT</u>					4	55	0.00	0.00	0.00 *	30	55	15	27	5	9	5	9	0	0
<u>GRADE EXPECTED</u>					5	55	0.00	0.00	0.00 *	20	36	25	45	5	9	0	0	5	9
<u>SUBGROUP AVERAGE</u> = 0.00									*										
<u>INSTR USED CLASS TIME WELL?</u>					6	55	4.27	4.71	1.21 *	35	64	10	18	5	9	0	0	5	9
<u>PRESENTATION LOGICAL &amp; ORGAN</u>					7	55	4.27	4.40	0.86 *	25	45	25	45	0	0	5	9	0	0
<u>ADEQUATE EXAMPLES?</u>					8	55	3.91	4.00	0.90 *	15	27	25	45	10	18	5	9	0	0
<u>WELL PREPARED FOR EACH CLASS</u>					9	55	3.82	4.00	1.03 *	15	27	25	45	5	9	10	18	0	0
<u>EFFECTIVE USE OF INSTR MATER</u>					10	55	3.91	4.20	1.24 *	20	36	25	45	0	0	5	9	5	9
<u>ENTHUSIASTIC PRESENTATION</u>					11	55	4.18	4.25	0.83 *	20	36	30	55	0	0	5	9	0	0
<u>SPEECH ADEQUATE FOR TEACHING</u>					12	55	3.82	4.08	1.19 *	15	27	30	55	0	0	5	9	5	9

<u>KNOWS WHEN STUD NOT UNDERSTA</u>	13	55	3.73	4.00	1.21 *	15	27	25	45	5	9	5	9	5	9
<u>PATIENT WITH QUESTIONS</u>	14	55	4.18	4.58	1.11 *	30	55	15	27	0	0	10	18	0	0
<u>DEMONSTRATED KNOWLEDGE</u>	15	55	4.27	4.58	1.14 *	30	55	20	36	0	0	0	0	5	9
<u>SUBGROUP AVERAGE</u> =	4.04		*												
<u>COURSE OBJECTIVES EXPLAINED</u>	16	55	4.55	4.58	0.50 *	30	55	25	45	0	0	0	0	0	0
<u>REQUIREMENTS &amp; GRADING ESTAB</u>	17	55	4.55	4.58	0.50 *	30	55	25	45	0	0	0	0	0	0
<u>GRADING SYSTEM APPROPRIATE</u>	18	55	4.27	4.25	0.62 *	20	36	30	55	5	9	0	0	0	0
<u>STUD FREE TO ASK QUESTIONS</u>	19	55	4.18	4.25	0.83 *	20	36	30	55	0	0	5	9	0	0
<u>INSTRUCTOR AVAILABILITY</u>	20	55	4.00	4.14	1.04 *	15	27	35	64	0	0	0	0	5	9
<u>CONSIDERED STUDS DIFFICULTY</u>	21	55	4.55	4.58	0.50 *	30	55	25	45	0	0	0	0	0	0
<u>LECTURES &amp; TEXT COMPLIMENTED</u>	22	55	4.27	4.19	0.45 *	15	27	40	73	0	0	0	0	0	0
<u>SUMMARIZED MAJOR POINTS</u>	23	55	4.45	4.58	0.66 *	30	55	20	36	5	9	0	0	0	0
<u>SUBGROUP AVERAGE</u> =	4.35		*												
<u>TEST QUESTIONS COVERED MATER</u>	24	55	4.27	4.40	0.86 *	25	45	25	45	0	0	5	9	0	0
<u>QUEST INDICATE WHAT STUD KNO</u>	25	55	4.36	4.71	1.15 *	15	64	15	27	0	0	0	0	5	9
<u>CLEARLY STATED QUESTIONS</u>	26	55	4.73	4.81	0.45 *	15	73	15	27	0	0	0	0	0	0
<u>FAIRNESS IN GRADING TESTS</u>	27	55	4.73	4.81	0.45 *	15	73	15	27	0	0	0	0	0	0
<u>INSTR MADE HELPFUL COMMENTS</u>	28	55	4.45	4.58	0.66 *	20	55	20	36	5	9	0	0	0	0
<u>SUBGROUP AVERAGE</u> =	4.51		*												
<u>TESTBOOK OVERALL</u>	29	55	4.36	4.58	0.88 *	20	55	20	36	0	0	5	9	0	0
<u>INTEREST IN SUBJ INCREASED</u>	30	55	4.27	4.58	1.14 *	20	55	20	36	0	0	0	0	5	9
<u>NUMBER OF EXAMS</u>	31	55	4.64	4.71	0.48 *	20	64	20	36	0	0	0	0	0	0
<u>AMOUNT OF MATERIAL COVERED</u>	32	55	4.27	4.25	0.62 *	30	36	30	55	5	9	0	0	0	0
<u>AMOUNT OF WORK REQUIRED</u>	33	55	4.36	4.58	0.77 *	15	55	15	27	10	18	0	0	0	0
<u>MATERIAL PRESENTATION RATE</u>	34	55	4.27	4.58	0.96 *	15	55	15	27	5	9	5	9	0	0
<u>FOR MY BACKGROUND &amp; ABILITY</u>	35	55	4.09	4.58	1.24 *	10	55	10	18	10	18	0	0	5	9
<u>SUBGROUP AVERAGE</u> =	4.32		*												

NO. OF SHEETS = 55

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The following information appears on your Student Evaluation of Instruction Reports

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### Identification Information

- Instructor Name
- Class Number
- Course Number
- Section Number
- Department Name
- Date evaluation was processed

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## Items and Rating Information

**ITEM - Item Number**

**Paraphrase of item (if submitted by the academic department - 28 character limit)**

**VALID RATES - Number of students responding to the item**

**AVG - The average or mean response for the item. Means are computed on the basis of the weights assigned to the potential responses by the academic department. Weighting possibilities are described below.**

1. **Weights A = 1 through E = 5:** Each "A" response is assigned a value of 1, each "B" response a value of 2, and so on. Means are computed accordingly. A mean of 4.2 is closer to an "E" response than an "A" response. If no specific weighting scheme is requested, this is the pattern employed.
2. **Weights A = 5 through E = 1:** Each "A" response is assigned a value of 5, each "B" response a value of 4, and so on. Means are computed accordingly. A mean of 4.2 is closer to an "A" response than an "E" response.
3. **No weight by preference -** If a department reports an item with a non-continuous response pattern. i.e., "Is this course in your major? Mark A if yes, Mark B if no," no weights are assigned to the responses and the mean is reported as 0.

**MEDIAN - The middle score. This value represents the hypothetical point above and below which 50% of the respondents' ratings were made.**

**SD - The Standard Deviation of the responses to the item based on the assigned response weights.**

**RATE A, NO. % through RATE E, NO. % - the letters (i.e., A, B, C, D, E), refer to the response positions on NIU's N5-10 scannable form. The value in the NO. column is the number of students who marked the respective response. The number in the % column is the percent of VALID RATES who marked the response**

**SUBGROUP AVERAGES - The average response or mean of all responses to the items included in the departmentally designated subgroup. In the above example, the second SUBGROUP AVERAGE of 4.04 is the average of items 6 through 15. The SUBGROUP AVERAGE of 4.35 is the average of items 16 through 23.**

**NO. OF SHEETS - The number of evaluation sheets processed for the course selection.**