

Requisition for Teaching Evaluation Data Analysis Services

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Programme/ Subject Code:

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Programme/ Subject Name: _____

Type of evaluation form used: Programme Evaluation Questionnaire (PEQ)

Subject Evaluation Questionnaire (SEQ)

Other tailored-made evaluation forms

Date of administration: _____ (dd/mm/yy)

No. of students enrolled: _____ No. of forms returned: _____

Name of staff requesting the service: _____

Position: _____ Ext.: _____ E-mail: _____

Signature

Date

NOTE:

1. EDC data analysis services are provided only for teaching evaluation purposes. Students' responses must be marked on Optical-Mark-Read forms which allow computerised data capture. EDC cannot provide any manual data input services.
2. Please include a copy of the extra questions, if any, not indicated on the teaching evaluation form to facilitate data analysis.
3. Teaching evaluation forms should be sent, together with a copy of this form duly completed, to K.P. Kwan, SEDO, EDC.

Teaching Evaluation Data Analysis Record (to be completed by EDC)

Forms received on _____ By _____

[Filename = _____]

Forms scanned on _____ By _____

Data analysis completed on _____ By _____

Results sent to staff on _____ By _____