

Instructions for Student Proctor: Course Evaluation Procedures Evergreen Campus

1. Wait to give out the evaluations until after the faculty member has left the room.
2. Tell the students the following:
 - Use #2 pencil only – no ink pens of any kind. Make sure all the students have a #2 pencil.
 - Write down, then bubble in where applicable, the Faculty ID code and Course ID Code on the form.
 - Fill out the questions on the front of the form by carefully filling in the appropriate bubble. Don't use check marks, X's, dots, etc., to mark selections. Don't make any other stray marks on the form.
 - Make written comments on the back of the form.
3. Collect the completed forms, including spare forms, then close, seal, and sign the envelope. If class continues, invite the faculty member to return.
4. After class immediately take the envelope (and pencils) to the administrative assistant of the department. If you have a late afternoon or evening course, take the envelope to the SAS office (Student Administrative Services, Maryland Hall Room 140). There is a drop-off box there for evaluations.

THANK YOU FOR YOUR HELP IN THIS IMPORTANT PROCESS!