

**Mount Allison University  
Procedures for Surveys of the  
Student Experience of Courses**

**Directions for the Student Survey Assistant (SA)**

*Before the evaluation begins*

1. When the instructor has left the room read the Instructions to the class (see below).

**Instructions to Students**

- Answer the questions thoughtfully, honestly, and respectfully.
- Do not write on the question forms: they will be re-used.
- Work in silence; do not discuss your responses.
- Answer your instructor's supplemental questions (if used) as numbers 7-16 on the bubble sheet.
- If there are supplemental comment questions (#25 and above), they should be answered on the extra sheet provided by the instructor.
- **Do not scribble on or fold the bubble sheets as they will not scan if you do so.**
- **Fill in the bubble sheets using pencil only—or they will not scan.**

*After the forms are completed*

2. Collect **all** forms: survey forms and bubble sheets. Check that no forms are left in the classroom.
3. Put the survey forms into a separate pile.
4. Separate the completed bubble sheets from the unused ones.
5. Sort the **completed** bubble sheets so that they are face up with the Mount A logo in the top right corner. **Please take the time necessary to do this important step because the sheets must all be oriented in the same way for the machine to read them.**
6. Put **all completed** bubble sheets into the envelope; also include any extra sheets for supplemental written comment questions.  
**SEAL THE ENVELOPE AND SIGN YOUR NAME OVER THE FLAP**
7. Return the envelope, **along with the survey forms and the unused bubble sheets, which will be reused**, to the Departmental Office immediately after the survey is completed, or at the end of class. Envelopes not returned within this time frame may not be processed.
8. Report any problems directly to the Departmental Office.

**NOTE:**

**If your course is a night class, taught outside usual teaching hours, or if the departmental secretary is not in their office when you go to return the materials, please take the sealed envelopes, the evaluation forms, and the unused bubble sheets to the Circulation Desk of the Ralph Pickard Bell Library.**

**YOU WILL BE ASKED TO SIGN A SHEET THAT CONFIRMS THAT YOU HAVE RETURNED THE FORMS TO THE LIBRARY.**