











# Procedure for final evaluations

<p><b>Planning</b></p> 	<ul style="list-style-type: none"> <li>When planning the course, set a date (and potentially a back-up date) to conduct the survey, and another date to share the results with your students. Plan about 15 minutes (ideally at the beginning of the session) for your students to fill out the questionnaires.</li> <li>The evaluation has to be scheduled in a way that allows you to discuss the results with the students during the last session at the latest.</li> <li>Choose between pen to paper or online evaluation.</li> </ul> <p><b>Notes for online evaluations</b></p> <ul style="list-style-type: none"> <li>For online evaluations we need the students' email addresses. If they registered for your course on KSL, we can export the information we need from there. If not, you need to <a href="#">email</a> us a registration list as an excel file.</li> <li>Online surveys should be conducted in the classroom. This requires an internet connection on site as well as a tablet, notebook or smartphone (bring your own device).</li> </ul>
<p><b>Registering</b></p> 	<p><i>Option 1: Mandatory final evaluation according to the evaluation plan</i></p> <ul style="list-style-type: none"> <li>Your course will be registered for evaluation on KSL by your faculty's QM department.</li> </ul> <p><i>Option 2: Voluntary final evaluation</i></p> <ul style="list-style-type: none"> <li>Register your course for final evaluation on KSL ("Details" of your course, menu "Lecturer") by the end of week 7 of the semester.</li> </ul> <p>Note: If you only teach during the first part of the semester or teach a block course early in the semester, the evaluation still needs to be registered on KSL. <b>Additionally, the Evaluation Office needs to be informed at <a href="mailto:lehrevaluation@unibe.ch">lehrevaluation@unibe.ch</a> at least 1 week prior to the scheduled evaluation date.</b></p>
<p><b>Preparing surveys</b></p> 	<ul style="list-style-type: none"> <li>In week 8 of the semester the Evaluation Office starts to prepare the final evaluations.</li> <li>In general, the surveys are conducted between week 11 and 13 of the semester (the date of the third last session is decisive). If the suggested time frame doesn't work for your course, please use <a href="#">this form</a> to let us know when you would like your evaluation to take place.</li> </ul>
<p><b>Information</b></p> 	<ul style="list-style-type: none"> <li>You receive an information email from the Evaluation Office:             <ul style="list-style-type: none"> <li>For <a href="#">pen to paper</a> evaluations you receive a printable questionnaire as a PDF file as well as "<a href="#">Guidelines for conducting final course evaluations pen to paper</a>".</li> <li>For <a href="#">online evaluations</a> you will be informed about the activation of the survey at the time it is being activated.</li> </ul> </li> </ul>
<p><b>Data collection</b></p> <p><i>Pen to paper survey</i></p> 	<ul style="list-style-type: none"> <li>Print the questionnaires <b>double sided</b> and on <b>white</b> paper. Please follow the additional guidelines "<a href="#">Guidelines for conducting final course evaluations pen to paper</a>".</li> <li>Allow a few minutes for the students to fill in the questionnaires on the scheduled day. Ask a student to collect the surveys, to place them in an envelope (A4 format or similar), and seal it immediately.</li> <li>Filled in questionnaires can be scanned at an <a href="#">EvaSys scanning station</a> or sent to the Evaluation Office at the University of Bern, Hochschulstrasse 6, 3012 Bern.</li> </ul> <p>Note: The questionnaire PDF should not be forwarded to the students.</p>

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<p><b>Data collection</b></p> <p><i>Online survey</i></p> 	<ul style="list-style-type: none"> <li>• Inform your students about the upcoming evaluation no later than the session prior to the scheduled evaluation and ask them to have their tablet, notebook or smartphone ready.</li> <li>• The students receive an email with a link to the questionnaire shortly before your evaluation is scheduled to take place. The survey is activated at the same time.</li> <li>• Allow a few minutes for the students to fill in the questionnaires (ideally at the beginning of the session).</li> <li>• The survey remains open for a few days and will be closed after about 1 week. A reminder will be sent to the students shortly before the survey is closed.</li> </ul>
<p><b>Report</b></p> 	<ul style="list-style-type: none"> <li>• You receive an automatic summary of the survey results and the students' comments by email as soon as the questionnaires have been scanned or the online survey has been closed.</li> <li>• If you don't receive the report, please get in touch with the <a href="#">Evaluation Office</a> immediately.</li> <li>• The report contains detailed information about the rating of the results as well as a comparison profile line. It also indicates the overall performance level the course achieved.</li> </ul> <p>Note: If you need assistance in interpreting the evaluation, please contact the Evaluation Office at <a href="mailto:lehrevaluation@unibe.ch">lehrevaluation@unibe.ch</a>. For advice on matters relating to teaching in higher education, please contact the Educational Development Unit: <a href="mailto:roman.suter@unibe.ch">roman.suter@unibe.ch</a>.</p>
<p><b>Sharing results</b></p> 	<ul style="list-style-type: none"> <li>• You are required to share the results with the students and to discuss potential consequences with them.</li> <li>• The survey results can for example be discussed during the next session using the presentation slide on the last page of the report.</li> </ul>
<p><b>Adjustments</b></p> 	<ul style="list-style-type: none"> <li>• If necessary, adjust your didactic concept for your next course.</li> </ul>
<p><b>Follow up</b></p> 	<ul style="list-style-type: none"> <li>• The faculty's QM department is responsible for the implementation of further measures if the evaluation result was rated "insufficient". If this is the case with your course, they will inform you about the next steps.</li> </ul>

## Contact

Evaluation Office

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