








# Procedure for evaluations of written performance assessments

<p><b>Registering</b></p> 	<p><i>Option 1: Mandatory evaluation of performance assessment according to the evaluation plan</i></p> <ul style="list-style-type: none"> <li>Your performance assessment will be registered for evaluation on KSL by your faculty's QM department.</li> </ul> <p><i>Option 2: Voluntary evaluation of performance assessment</i></p> <ul style="list-style-type: none"> <li>Register your performance assessment for evaluation on KSL ("Details" of your course, menu "Lecturer") by the end of week 10 of the semester.</li> </ul> <p>Note: If a performance assessment is held on several dates, only the first date will be evaluated.</p> <p>Note: If the performance assessment is scheduled earlier in the semester, the evaluation has to be registered least 1 week prior to the evaluation date.</p>
<p><b>Preparing surveys</b></p> 	<ul style="list-style-type: none"> <li>In week 11 of the semester the Evaluation Office starts to prepare the evaluations of performance assessments.</li> <li>Each survey is scheduled such that it must be conducted immediately after the performance assessment.</li> </ul>
<p><b>Information</b></p> 	<ul style="list-style-type: none"> <li>Prior to the performance assessment, the Evaluation Office notifies the instructor by email of the upcoming evaluation and of the closing date of the survey.</li> </ul>
<p><b>Data collection</b></p> 	<ul style="list-style-type: none"> <li>After the performance assessment, students will receive an email with the link to the survey.</li> <li>The survey remains open for 4 days and will be closed automatically.</li> </ul>
<p><b>Release of grades</b></p> 	<ul style="list-style-type: none"> <li>After the survey is closed (at the earliest 4 days after the performance assessment has concluded) you or a designated person can enter the grades into KSL and forward them to the dean's office for transferal. Afterwards you confirm to the <a href="#">Evaluation Office</a> that you have entered and forwarded the grades.</li> </ul> <p>Note: You are free to decide on the grades earlier, but they may not be made known to the students yet.</p>
<p><b>Validation</b></p> 	<ul style="list-style-type: none"> <li>The Evaluation Office checks the release of the grades and the response rate in order to protect the students' anonymity.</li> </ul>
<p><b>Report / Information</b></p> 	<ul style="list-style-type: none"> <li>If the evaluation is valid, the Evaluation Office manually sends out your report with an automated summary of the survey results and the students' comments.</li> <li>If the response rate is too low or the grades were released before the survey was closed, the Evaluation Office will inform you that the evaluation is not valid.</li> <li>If you don't receive a report or any information, please <a href="#">let us know</a>.</li> </ul>

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## Sharing results



- You may choose to inform the students of the evaluation results.
- You can, for example, publish the presentation slide on the last page of the report on ILIAS or send it to the students by email.

## Adjustments



- If necessary, adjust your didactic concept and/or your performance assessment.

## Follow up



- The faculty's examination board carries out checks on a selection of performance tests specified in advance by the faculty. It develops recommendations for the improvement of performance assessments and submits an anonymous report to the faculty.

### Contact

Evaluation Office

Fachstelle Lehrveranstaltungsevaluation der Universität Bern

Hochschulstrasse 6

3012 Bern

[lehrevaluation@unibe.ch](mailto:lehrevaluation@unibe.ch)

<http://www.lehre.unibe.ch/ce>