A report showing the results of responses to departmentally prepared items has been prepared for each course–section for which evaluation sheets were submitted. Two copies have been printed - one to be sent through the department chairperson to the department personnel committee, the other to be given to the instructor. If the instructor administered evaluation items for his/her personal use a second report showing the results of these items has been prepared. This report and all evaluation response sheets for the corresponding course–section are to be given to the appropriate instructor.

Results of all University Council mandated evaluations as well as those for instructors’ personal evaluation items are reported in the same format. Each department and/or instructor is to provide the appropriate interpretation in keeping with the wording of each item and the weighting scale assigned to it. Each report will show the following.

IDENTIFICATION INFORMATION: (Top line of report)
A. Instructor name (Smith)
B. Class number (COMS 111)
C. Course/Reference number (ie.. 5566)
D. Section number (01,02 etc)
E. Dept. name (COMS)
F. Date evaluation was processed

ITEMS AND RATING INFORMATION:

a. ITEM – Item Number
b. Paraphrase of item (if submitted by the academic department – 28 character limit)
c. VALID RATES – Number responding to the item
d. AVG – The average or mean response for the item. Means were computed on the basis of weights assigned to the potential responses by the academic department. Weighting possibilities are described below.

1. Weights A = 1 thru E = 5: each A response was assigned a value of 1, each B response a value of 2, and so on. Means were computed accordingly. A mean of 4.2 would be closer to an E response than an A response. If no specific weighting scheme was requested this pattern was employed.
2. Weights A = 5 thru E = 1: each A response was assigned a value of 5, each B response a value of 4, and so on. Means were computed to reflect this weighting scheme; as such, a mean of 4.2 would be closer to an A response than an E response.
3. No weight by preference – If a department reported that an item had a non-continuous response pattern, i.e., “Is this course in your major? Mark A if yes, Mark B if no,” no weights were assigned to responses and the mean was reported as 0.

e. Median – The middle score. This value represents the hypothetical point above which and below which 50% of the respondents’ ratings were made.
f. SD – Standard Deviation of the responses to the item based on assigned response weights.
g. RATE A, NO., % thru RATE E, NO., %--the letters, i.e., A, B, C, D and E, refer to the response positions on the scannable evaluation form. The value in the NO. column is the number of students who marked the respective response. The number in the % column is the percent of VALID RATERS who marked the response.

SUBGROUP AVERAGES

a. These represent the average response or mean of all responses to those items between the SUBGROUP AVERAGE and any SUBGROUP AVERAGE which precedes it. That is, if a SUBGROUP AVERAGE appears after item 5 and another appears after item 10, the first applies to items 1 thru 5, and the second to items 6 thru 10.

NO. OF SHEETS

a. This number is the number of evaluation sheets processed for the course section.
## Faculty Evaluations

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Instructor</th>
<th>Course</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>5555</td>
<td>Smith</td>
<td>COMS 111</td>
<td>01</td>
</tr>
</tbody>
</table>


Below is a copy of NIU’s N 5-10 Scannable Form used for Student Evaluations of Instruction. This sheet lists the information necessary for properly completing Instructor Evaluations. Please review this information before delivering your Instructor Evaluations to Testing Services.

- **Dept.**
- **Course Number**
- **Today’s Date**
- **Instructor’s Name and Initials**
- **Student Evaluation of Instruction Items 1 through 40**
- **Instructor’s Personal Items 41 through ?**