

OIRA Student Ratings Processing Checklist

For Departments Submitting Student Ratings

The sealed and signed envelopes for each type of student rating form used must be grouped together (i.e., questionnaires for Course, TA, Lab, etc.). Each group must be organized as follows and submitted to OIRA separately for processing.

ENVELOPES:

Organized alphabetically by:

- 1.
 - Professor last name, first name
 - Course Prefix
 - Course Number
 - Section
- 2. **In a box(es)** labeled with dept name, contact name and phone number

HEADER SHEETS:

- 3. **One header sheet for each envelope** submitted – total number of header sheets must equal the total number of envelopes
- 4. **Organized alphabetically in the same sort order** as the envelopes
- 5. Must be **face up** with the timing marks on the sheet edges matched
- 6. **In a separate envelope** labeled as “**Headers**” with the total number of headers written on the envelope
- 7. if pre-printed, **headers are removed for classes that are not submitted**

RECONCILIATION LIST and DISCLAIMER FORM:

- 8. Include a **listing** of all envelopes submitted **organized alphabetically in the same sort order as the envelopes**
- 9. **Department name, contact name, phone number, and number of envelopes** submitted show in the upper left corner of the first page
- 10. A **disclaimer form** signed by the person responsible for preparing student rating forms for processing attached to the list