

Evaluation Procedure

1. It is highly recommended to present the results of the evaluation to your students and discuss them accordingly. Therefore please inform your students beforehand about the time and date you are planning to discuss the results with them.
2. A minimum of six completed forms is necessary to carry out a course evaluation. You can receive the daily updated return rate by contacting us.
3. Presentation of the completion advice is recommended (see inner side of this leaflet).
4. In case some questions do not fit your course, please draw your students' attention to the possibility of ticking "not applicable".
5. In case some important questions are missing, you can ask your students to answer these within the commentary field at the end.
6. Depending on the type of access chosen: please provide students with the link to the questionnaire or distribute the transaction numbers (TANs) attached to the students.
7. Inform your students about the evaluation deadline.
8. You will receive the results of your course evaluation within a few working days.

Important Information

Anonymity

Your statements will be held strictly confidential:

- Your statements are encrypted while being transmitted.
- The results will offer no possibility to draw conclusions about a single person's statements.

Duration

Completing a survey takes approximately 5 to 10 minutes.

TAN sheet

There are two types of information on your TAN sheet:

- The link to the survey homepage.
- The TAN that has to be entered on that homepage.

You will find a completion advice as well as technical recommendations by following the link.