

Administering the SETutor Evaluation

To ensure that the SETutor evaluation is administered appropriately, please follow these instructions.

To the tutor:

1. I have provided students with notice that an online SETutor evaluation will be administered on a particular day.
2. I have set aside ten (10) minutes of class time for the students to complete the SETutor evaluation.
3. I have printed and cut out the QR codes that were emailed to me in Week 10.
4. I have read the following to the students:

“You will be asked to complete an online SETutor evaluation about your experiences of the tutoring in this course. The SETutor evaluation is voluntary and your responses are anonymous. Please be aware that a report summarising the quantitative and qualitative (open-ended comments) will be returned to the tutor after grades have been finalised. Results from this evaluation will be used to help make improvements to the course. A student administrator will be selected to distribute QR codes to all students in the class. The QR codes can be scanned for direct access to the SETutor evaluation, and can only be used once. If you do not have a QR code reader, please go to the website indicated on the QR code and enter the password provided.”

5. I have selected a student administrator and given them the QR codes to distribute to all students in the class.