

## Administering the SETutor QR Code Evaluations

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

### If you are conducting your QR code evaluation during a tutorial:

1. Provide students with notice that an online SETutor evaluation will be administered on a particular date and/or time.
2. Set aside ten (10) minutes of class time for the students to complete the SETutor evaluation.
3. Print the QR codes that correspond to the tutorial. You can either cut the codes out or simply pass the sheet/s around and ask students to cross out each code that they use.
4. We suggest you read the following to 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 me after grades have been finalised. Results from this evaluation will be used to help make improvements to tutoring in this 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. Select a student administrator and give them the QR codes to distribute to all students in the class.

### If you are conducting your QR code evaluation during a PASS, drop-in, or other facilitation session:

1. Provide students with notice that an online SETutor evaluation will be administered after each session from Teaching Weeks 10-12.
2. Print the QR codes that correspond to the SETutor sessions. You may need to cut the codes if you are planning to give each student a code after your session.
3. Once you have completed your PASS, drop-in, or other facilitation session, give your student/s a QR code.
4. Explain to the student/s that:

*“The QR code you have been given allows you to anonymously evaluate my PASS/drop-in/Facilitation session at a time convenient to you. Please be aware that a report summarising the quantitative and qualitative (open-ended comments) will be returned to me after your grades have been finalised. Results from this evaluation will be used to help make improvements to the PASS/drop-in/facilitation session in this course. You can scan the QR code for direct access to my SETutor evaluation. The code 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.”*