

SECaT Verification/Data Correction Process

1. Access the SECaT verification file for your School by the following steps:
 - a. UQ Reportal - <https://mis-xi4-web.mis.admin.uq.edu.au/BOE/BI>
 - b. Select: Standard Reports > Student > Admin > Courses >
 - c. Select: SECaT Verification – Sem 1 OR Sem 2 OR Sem 3
 - d. When the page opens click: Refresh Values
 - e. Select: Your relevant school
 - f. Click: Run Query
2. Use the SECaT Verification file as **a reference to make needed changes in ECP and Si-Net and ensure data are accurate by Census Date:**

NB: Any change you make in ECP and Si-Net should be refreshed in the verification report nightly. You can check the result of corrections in the Reportal the next working day.

- a. **Course Coordinators are in Si-Net**
Where there is no Course Coordinator listed in "Missing Course Evaluations" column, there will be no course and teaching survey will be generated.
- b. **ECPs are published:** there will be no evaluations created for courses whose ECP are not published. Any highlighted with red text ECP"ECP Profile Status" & "Check ECP" columns shows that the ECP is not published.
- c. **All teaching staff assigned to "Lecturer" or "AssociateLecturer" in ECP**
 - "Lecturer" or "Associate Lecturer" roles are for teaching staff with substantiable teaching workload only.
 - Course Coordinator, if teaching on a course, must also be in Lecturer/Associate Lecturer role in ECP.
 - Remove anyone, i.e., guest lecturer or tutors, from Lecturer/Associate Lecturer role.
- d. **Course Coordinators, all Lecturers/Associate Lecturers have "Aurion ID".**
Each teaching staff member should have a UQ Aurion number beside their names. We are unable to setup evaluations where there is no UQ Aurion number is displayed in this report. This is an indication of an error when the staff member was added to the ECP or they do not have a valid Aurion ID. For detailed instructions, visit [this page](#) (section 1.3 Course Staff - Technical Help).

"Exemption?" Column: Thesis- based courses and courses with one-to-one supervision can be exempt from SECaTs if requested. In order to request additional course as SECaT exemption, please follow [Section 6.1.0 Policy for Student Evaluation of Course and Teacher \(SECaT\) regarding exemptions](#): Applying for exemption from SECaTs", a confirmatory email, copied to the Faculty's Associate Dean (Academic), must be sent to the Evaluation Unit from the Chair of the School's Teaching and Learning Committee.

3. Before **Census Date** please email evaluations@uq.edu.au with the subject line "Data for School of [insert school name] ready to go". Upon receiving this confirmation, the Evaluation Unit will setup SECaT evaluations for your School.