



Helpful tips for reading and interpreting SECaT reports

Student Evaluation of Course and Teaching (SECaT) surveys collect feedback from students on their educational experiences related to course and teaching practices. The course and teaching evaluation report (evaluation report) generated from these surveys can offer valuable insights into the course structure, content delivery, and teaching practice. With these tips, you can leverage the evaluation reports to enhance teaching effectiveness, foster student learning, and support your professional growth as educators.

Tips for opening and reading your SECaT report

- **take your time:** You don't have to open or read the SECaT report immediately after receiving it.
- **choose the right moment:** If you prefer to read your SECaT report alone, select a time and place conducive to constructive reflection (e.g. not late at night or after a long day).
- **peer support:** If you feel comfortable, find a supportive peer or group to read and reflect on each other's SECaT reports together.
 - when sharing abusive, malicious, or discriminatory comments with your support group, consider whether it's necessary to share them. If so, warn your colleagues about the content.
- **procedure adherence:** If you identify comments that are abusive, malicious, discriminatory, or breaches the Student Code of Conduct, Student Integrity and Misconduct Policy, or Freedom of Speech and Academic Freedom Policy, please refer to the [Student Evaluation of Course and Teaching Procedure](#) (paragraph 37) for instructions on how to request for their redaction or removal.
- **support colleagues:** If you know a colleague struggling with feedback, do offer a listening ear or, with their permission, help them engage with their supervisor or workplace support, such as the [Employee Assistance Program](#).

A guide to using SECaT effectively

Understanding SECaT metrics

- familiarise yourself with the evaluation metrics used, such as the overall course satisfaction, instructor effectiveness, course organisation, clarity of instructions, and relevance of materials. This understanding will help you accurately interpret the feedback.

Review quantitative data

- start by analysing the numerical ratings and percentages to identify trends and patterns. Pay attention to areas where you received particularly high or low scores.



Reflect on feedback

- consider why certain aspects of your teaching were well-received or criticised. Reflecting on feedback helps you gain deeper insights into your teaching practice and its impact on students. Collaborate with colleagues in your teaching team or school for additional perspectives.

Seek clarification

- proper understanding of feedback is crucial for making meaningful improvements. If certain comments or ratings are unclear, seek clarification from your Director of Teaching and Learning in your school or the Student Surveys and Evaluation Team (SSET) at the Institute for Teaching and Learning Innovation (ITaLI).

Identify strengths and weaknesses

- use the evaluation report to pinpoint both strengths and areas for improvement in your teaching approach. Celebrate positive feedback and acknowledge areas needing improvement. Look for recurring themes or specific comments that highlight key points.

Explore alternative practices

- consult scholarly literature, refer to the [Assuring and Enhancing Course and Teaching Quality Guideline](#), attend workshops or seminars, and engage with colleagues to gather ideas and strategies for enhancing your teaching skills.

Set goals for improvement

- based on the feedback, set specific and achievable goals to improve your teaching effectiveness. Focus on areas with the greatest potential to enhance student learning experience and prioritise these goals for effective implementation.

Close the feedback loop and implement changes

- implement changes to your course and teaching approach based on your goals and insights from the evaluation report. Experiment with new instructional methods, assessment techniques, or course materials to address areas of improvement. Communicate and discuss with students the changes you make based on their feedback.

Strategies for preparing for challenging comments

1. **focus on patterns and trends:** Look for recurring themes in the feedback rather than individual comments to prioritise areas for improvement
2. **take time to process:** Give yourself time to process the feedback, especially critical feedback. Reflect on the feedback in the context of your teaching goals and values.



3. **develop a growth mindset:** Approach feedback as an opportunity for learning and improvement rather than personal criticism.
4. **embrace constructive criticism:** Recognise that constructive criticism can help you identify blind spots and areas for improvement.
5. **respond with professionalism:** Address critical feedback professionally and with integrity. Acknowledge the feedback and communicate your commitment to addressing concerns.
6. **maintain emotional resilience:** Anticipate that some comments may be challenging or emotionally charged. Practice emotional resilience by acknowledging your feelings while remaining focused on constructive action.
7. **seek support networks:** Cultivate a support network of colleagues, mentors, or friends to discuss feedback and gain valuable perspectives.
8. **practice self-compassion:** Be kind to yourself during the feedback process. Teaching is complex, and it's natural to encounter areas for improvement.
9. **separate feedback from self-worth:** Recognise that feedback on your teaching performance does not reflect your worth as a person or educator. Focus on actionable steps for improvement.
10. **acknowledge the universality of feedback:** Understand that everyone receives critical or negative feedback at times.

By following these tips, you will be able to effectively interpret and utilise the SECaT reports to enhance your teaching practices and contribute to your professional growth.