

**University of British Columbia**  
**Faculty of Education**

**Administration of Teaching Evaluation (SCET) Forms**

University of British Columbia Senate regulations require that teaching evaluations be carried out annually. Since 1979 Faculty of Education policy has been that all courses taught under auspices of the Faculty of Education are to be evaluated. Courses with an enrollment of less than five are not usually evaluated.

Instructors (faculty, sessionals and graduate students) need not wait until the last day of class to administer the forms. Evaluations may be administered **any time within the last two weeks of term, avoiding the last few days of class** when students are pressured. Evaluations *should not be administered on an exam day or during an exam period*.

On occasion the SCET Office has had complaints about instructor behaviour during evaluation administration, such as, making potentially prejudicial remarks, not leaving the classroom during the evaluation or popping in and out of the classroom, lingering outside the classroom door, or standing and looking over a student's shoulder during an evaluation. These are violations of standard procedure for the administration of the forms. The instructor should leave the room and the immediate vicinity.

**The correct procedure for administering the forms:**

1. The instructor should not comment about the evaluation forms or the process in a manner that may bias student response. The instructor should allow 15-20 minutes at the end of a class session for the students to complete the evaluation.
2. The instructor should identify a student to be the administrator, then leave the room and immediate vicinity. Instructions for student administration are in the evaluation envelope.
3. The student reads the instructions to the class, distributes and collects the forms, places the forms in the envelope and deposits the envelope in one of three secure locations in Scarfe:

the **SCET LOCKER** at the end of the hall on the third floor of the classroom wing beside the SCET Office door in **SCARFE, Room 1303A**; - this location is accessible Monday-Thursday 8am to 9:00 pm, Friday 8am to 6pm, Saturday and Sunday noon to 5pm.

or the SCET drop box in the **Teacher Education Office** Monday to Friday 8:30am to 4:30pm.

or the SCET mail box in the Education Mailroom weekdays.

If you have any difficulty or further questions, please contact Madelene Klassen at the SCET office at 822-5352, in Scarfe, Room 1303A, or at [madelene.klassen@ubc.ca](mailto:madelene.klassen@ubc.ca).