

## **Principles and Good Practices to USE of SET SURVEYS**

The Student Evaluation of Teaching (SET) Dashboard prepared by IDAR provides a consolidated summary of the results of SET surveys to review interactively the student rating data related to Course Evaluation and Instructor Evaluation collected through student surveys at the end of each semester.

1. The SET is used for both quality assurance and quality improvement of courses and teaching.
2. The SET is used to provide students with feedback on the results of the survey and where applicable how it will inform teaching.
3. The SET should not be used in a punitive way but rather to support the enhancement of courses and teaching improvement.
4. The survey may be used for course planning discussion at the entity level and as evidence for internal and external review of programmes.

### **Tips on improving response rate:**

1. Announcing the online evaluation in class and spending a few minutes discussing with the students that their feedback is valued and acted upon. According to a research study, students responded more when they believed their feedback would be considered in decision making of courses and instructors. (University of Saskatchewan)
2. To get maximum participation in the survey, Dean/Director/Academic Head makes provision of computer accessibility and allocate time of approximately half an hour for students to fill the SET.
3. After launch of surveys email, a brief email from Programme/Registrar's Office to students along with Provost's memo requesting them to take part in providing the feedback.
4. Contacting and reminding Class Representatives to motivate students to participate.
5. Before the closing of surveys, separate emails from Programme to students emphasizing the importance of evaluations and stressing on feedback's anonymity.
6. Share with students what has been done and actions taken or planned to with respect to feedback for improve teaching and learning.

### **Reference**

- [Guidelines for Administration of SET](#)
- [Step by Step Guidelines on SET Administration](#)
- [SET Form](#)
- [Tips on Improving SET Response Rate](#)