

# Instructions for Short Course Evaluations

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Three forms are available:

- **Short Course Evaluation Questionnaire:** general and logistical evaluation of course
- **Short Course Facilitators:** evaluation of facilitator(s)
- **Short Course General Comments:** general comments and contact detail

All three forms can be downloaded from the short course website <http://shortcourses.sun.ac.za>. The Evaluation and Facilitator forms must be submitted to the Short Courses Division for processing; the General comments form is strictly for internal use by the department offering the course and must not be submitted to the Short Courses Division

The department offering the course is responsible for the printing of the forms, and then delivering the completed forms to the Short Courses Division.

## Instructions for downloading and printing of forms

- The Evaluation and Facilitator forms have **editable fields** for the short course name and number, date and name of facilitator.
- First type the relevant information on the Word form, and then print the forms.
- Use UPPERCASE.
- If there is not enough space for the full course name, use a suitable abbreviation.
- You have to print one evaluation questionnaire per course per attendee, and one facilitator form per facilitator per course per attendee.

## Filling in of forms

The forms are scanned and electronically processed. Please note the following:

- Make sure that the short course name and number is typed in the appropriate fields. The scanner is able to recognise machine print, but not handwriting.
- Use preferably a black pen or pencil to fill in the forms.
- Make a **cross inside** the blocks; do not use a check mark.
- If you want to change the answer, erase the answer, or alternatively, colour the entire block in and then mark the new answer with a cross.
- Do not fold the forms, or staple them together.

## Collecting and Delivery of forms

After the forms have been completed and collected from the attendees, the department must sort the forms according to the type of form, e.g. the Course Evaluation and Facilitator forms must be kept separate. Where there is more than one facilitator, group the forms according to the name of the facilitator. The forms must all *face* the same direction.

These forms must now be brought to the Short Courses Division situated at:

InnovUS  
15 De Beerstreet  
Stellenbosch

Once the Short Courses Division has processed these forms, a summary of the results of the evaluation of the course and facilitators will be forwarded electronically to the relevant Course Administrator. The forms, once processed, will be returned to the relevant department.

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