College and Departmental Procedures for Preparing ISQ Packets

Information Technology Services will provide the materials (instructions, labels, forms, and envelopes) to the appropriate college for each section taught in the semester. The college dean will coordinate distribution of the materials to the departments in a timely manner. The individual departments will prepare the packets for distribution to instructors for classroom administration. After administration of the ISQ, the STUDENT PROCTOR is to return the ISQ envelope (containing the completed evaluations) to the Mathews Computer Lab (15/2102). Completed ISQs are not to go back to the department or college under any circumstance.

Instructions to Departments:

Prepare a packet for each section to be evaluated. A packet consists of an envelope, a bar-coded label properly affixed, one copy of the “ISQ Instructions for Instructors and Student Proctors” sheet, and enough ISQ answer sheets for each enrolled student.

NOTE: ISQs are not evaluated online at this time.

- **Envelopes:**
  - Use the envelopes provided.
  - Use large envelopes for sections having an enrollment greater than or equal to 50.
  - Use small envelopes for sections whose enrollment is less than 50.

- **Labels:**
  - A bar-coded label is provided for each section.
  - This label is to be placed on the upper left-hand corner of the envelope (with the envelope held in portrait mode).
  - If sections are to be combined for an instructor, the appropriate labels should be stacked down the left-hand side of the envelope (portrait mode). The topmost label will be used for packet/section identification.
  - A barcode reader is used to scan the labels, therefore please, do not mark on or otherwise obstruct the bar-code area of any label.
  - Improperly labeled packets will take longer to process.
  - Illegible labels will not be processed.

- **Packet Instructions for Faculty and Student Proctors:**
  - Photo copy the “ISQ Instructions for Instructors and Student Proctors” and staple it to the back of each packet. Do not alter the instructions to faculty and student proctors in any way.

- **ISQ Answer Sheets:**
  - Place the appropriate number of ISQ answer sheets in the packet. The enrollment count is printed on the label. Please be accurate in your counts since there are very few extra ISQ forms.
  - Please return any unused envelopes and Scantron forms to the Mathews Computer lab (15/2102).

- **For Questions or problems:** Contact Alison Cruess at extension 2583, or email acruess@unf.edu