ISQ Instructions for Faculty and their Student Proctors

Instructions to Faculty:

The instructor shall designate a student in the class to administer the ISQ. Students shall be given at least 15 minutes for explanation and completion of the ISQ. The instructor will not be present while the instrument is being administered. The student proctor will deliver the packet containing the completed survey forms (and any unused forms) to the front desk of the Mathews Computer Lab (15/2102).

Instructions to Students Administering ISQs in the classroom:

• Write the six-digit Section ID (from the packet label) on the board where it is visible to all students.

• Write “Omit the last question - DEGREE PROGRAM” on the board where it is visible to all students.

• Filling Out ISQ Forms (Read to the class)
  o The ISQ forms must be marked with either pencil (No. 2) or blue or black ink. (The Scantron does not read red or green ink.)
  o Bubbles must be completely filled in order to be read; check marks are not read.
  o The Section ID number must be bubbled in the area provided.
  o The 4-digit code for Degree/Major Program (from the List of Degree Programs), which is the last question before the comments section has been omitted. Students should leave that area blank.

• Collecting Forms
  o Collect the completed ISQs
  o Separate the completed ISQs and leftover blank ISQ forms
  o Place all materials back into the envelope.

• Delivering ISQs to the Mathews Computer Lab 15/2102
  o The STUDENT PROCTOR should deliver the envelope containing all materials to the front desk of the MATHEWS COMPUTER LAB (15/ 2102) IMMEDIATELY AFTER CLASS.
  o Completed survey envelopes SHOULD NOT go back to the department or college under any circumstances.