

# Instruction For Administering The SRTI: For Faculty Members Using The SRTI Form

The extensive research on student ratings suggests some important policies for administering student rating forms. Drawing from these recommendations, we have developed a standardized policy for survey administration. Please be sure to comply with the following procedures:

- ✚ **The SRTI form should be administered during the last week of the class, but not after or during a final exam.** *Studies indicate that ratings administered during exams are generally lower than those given during the semester.*
- ✚ **Please designate sufficient class time for students to fill out the questionnaire (at least 15-20 minutes).** *Experience has shown that students take more care in filling out course evaluation forms if they are administered at the beginning rather than the end of the class.*
- ✚ **You should not be present during the administration of the SRTI forms. Please identify a student monitor to administer, collect, and return the completed forms to the departmental coordinator.**

Summaries of numerical ratings will be returned to you as soon as possible. You will also receive the original forms with the students' narrative comments written on the back. Suggestions for how to interpret your students' responses can be found on the Academic Planning and Assessment website: <http://www.umass.edu/oapa/>, under SRTI.

Please feel free to contact Noreen LeMieux in the Office of Academic Planning and Assessment (545-2564 or [nlemieux@admin.umass.edu](mailto:nlemieux@admin.umass.edu)) if you have any questions or suggestions regarding the administration of the SRTI forms.