COURSE EXPERIENCE SURVEY
SEMESTER 1, 2005

On the next page is a **form for teaching staff to complete** and return with
the surveys and **instructions for the survey administrator**.

**We are unable to process and report on your students’ surveys unless they are returned to us with this form completed.**

*The survey can be administered by a colleague not teaching the course being surveyed, an administrative staff member or a student.*

We will endeavour to process the forms and provide you with a report as quickly as we are able on return of the surveys.

When the students have completed the survey place them, with this form signed by you, in a sealed envelope and return to:-

**Survey Services Centre**
**Building 20, Level 2 Room 6**

Laurie Armstrong
Survey Services Centre
Course Experience Survey

Please use this form for RMIT Course Surveys. This completed form must be returned with student surveys.

Part A – Teaching Staff

Name: (please print)

School and Portfolio:

Signature:

Part B – Course

Course Code:

Course Name:

Number of Students:

Part C – Survey Administrator

Instructions for Survey Administrator

Before handing the survey out to students, please read to them the following:-

“I have been asked by your teacher to hand out these surveys about your learning in this course. Please answer the questions carefully, and follow the marking instructions. Your feedback will help us to improve this course. You can be assured that the confidentiality of the information and your anonymity will be preserved.”

When the students have completed the survey place them, with this form signed by you, in a sealed envelope and return to:-

Survey Services Centre
Building 20, Level 2 Room 6

Administrator’s Name:

Phone Ext. Date of Survey:

Signature:

DO NOT FOLD OR STAPLE THIS FORM OR THE SURVEYS