

CENTRE FOR TEACHING LEARNING & MEDIA (CTLM)

The Centre for Teaching Learning and Media is a unit within Higher Education Access and Development Services (HEADS).

HEADS aims to be a valued centre of excellence that provides sought after institution-wide and research led services and programmes. These programmes and services focus on optimising human potential and contribute to higher education transformation by enhancing access and throughput rates as well as the employability of our graduates.

Within CTLM the core focus is to provide support for both staff and students in enhancing teaching and learning.

ENQUIRIES

Ms Nqabisa Nzenze
Scanning Services

Room 217A
041 504 9056

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Ms Anne Olsen
Programme Coordinator for the Evaluation of
Teaching and Courses

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For any additional information please refer to the following internal link:

<http://tdu.nmmu.ac.za/>



INTRODUCTION

The scanning service forms part of the Evaluation of Teaching and Courses Programme within CTLM. As part of the service we provide a scanning facility to mark multiple choice assessments, in addition to student evaluations. The scanner provides results and percentages, which we forward back to you.

Kindly familiarize yourself with the process in order to ensure the integrity of your assessments and/or evaluations.

WHAT SERVICES DO WE OFFER?

In order to make use of the scanning service kindly request the pink multiple choice bubble sheets from Ms Nqabisa Nzenze. **These sheets cost 63c per page for assessment purposes but are available at no charge for student evaluations**

Assessments and evaluations can only be processed if the original CSX378 pink multiple choice bubble sheets are used.

HELPFUL INFORMATION

In order to ensure efficient results please complete the Essential Information Form (available from Ms Nzenze) before submitting your request to CTLM. Kindly ensure that this form accompanies all your scanning requests.

With your request, kindly indicate the cost centre where the internal transfers can be made and clearly indicate if the sheets are for evaluations or assessments.

Clearly indicate which department the request originates from and who the contact person is with regard to results and feedback.

Please also note that student evaluations are treated with the utmost of confidentiality and the correct information need to be supplied to ensure the integrity of the process.

SCANNING ASSESSMENTS

The scanning of formative and summative assessments completed using the CSX378 pink multiple choice bubble sheets.

When ordering the bubble sheets from Ms Nzenze for assessment purposes, kindly provide your department's cost centre number so we may charge the centre for the number of forms requested.

SUBMITTING STUDENT ASSESSMENTS FOR SCANNING

When submitting multiple choice assessments for scanning purposes kindly complete the Essential Information form and submit the form with the assessments that require scanning.

- Complete a pink bubble sheet as your memorandum through **colouring all the 1's in the student number and ID number section** of the bubble sheet.
- Circle only one answer per question Questions with more than one answer cannot be processed by the scanner.
- We are unable to accommodate negative marking requests.
- **Please ensure that the memo is correct, as we are unable to make changes to the memo on your behalf.**
- Place the memorandum at top of the assessments when submitting the assessments
- The results will be e-mailed to you, as per the essential information form.
- Original assessment forms will be returned via internal mail.

Please take note: During examination periods, for security and quality control purposes, all forms must be collected at the examination points and be handed in at the Examination office for scanning purposes. After the scanning is completed the forms may be collected from the Examination Office on North Campus.

SCANNING EVALUATIONS

The scanning of the students' evaluations and feedback of their experience in the classroom for the lecturer's professional development is a **free** service offered by CTLM.

Due to the **confidential** nature of the evaluation of teaching and courses the results will only be returned to the academic that was evaluated. However, should the **Essential Information form** indicate an alternative contact the results will be forwarded to the academic and the alternative contact person copied in the correspondence.

Please note that the student evaluation questionnaire is anonymous. Kindly remind students not to include their names or student numbers on the bubble sheets.

SUBMITTING STUDENT EVALUATIONS FOR SCANNING

- Kindly complete the Essential Information form.
- In order to enable accurate and confidential correspondence kindly ensure that all the relevant fields are completed
- Submit your request with the Essential Information Form
- Results will be communicated via e-mail
- Original evaluation forms will be returned via internal mail for perusal of written feedback.

IMPORTANT INFORMATION

In order to streamline the scanning process, kindly take note of the following:

- Do not write anything on top of the bubble sheet where the barcode is printed
- Do not staple the sheets
- Do not fold the sheets
- Do not tear the sheets
- Do not use elastic to keep them together
- Only use original sheets bubble sheets