

PROCTOR GUIDELINES

INSTRUCTIONS FOR STUDENTS (TO BE READ ALOUD BY PROCTOR)

Thank you for taking the time to carefully fill out the **Student Reactions to Instruction and Courses Form**. The purpose of the questionnaire is to enhance teaching effectiveness and to provide information for personnel decisions, including retention, tenure and promotion. The instructor may not be present in the classroom during the administration of the questionnaire, and the results will not be available to the faculty member until grades have been turned in for the current semester. You may include written comments on the back of the form. The original comments will be provided to the instructor. Please take care to avoid bias based on race, color, religion, national origin, ancestry, marital status, age, physical disability, mental disability, medical condition, veteran's status, sex, and sexual orientation.

ADDITIONAL INSTRUCTIONS FOR PROCTOR

1. Provide the students with the institution (Fresno State), instructor's name, course number, and time/days the class meets. Encourage all students to complete this information on the form.
2. Provide each student with one form and a No. 2 pencil.
3. Remain in the room long enough to collect all forms.
4. Using the envelope provided, take the forms and pencils to the Departmental Office as soon as possible. Do not give the envelope to the course instructor.

Departments may add additional instructions here.