

## **Student Opinion Questionnaire (SOQ) Proctoring Requirements**

*The following summarizes the requirements for the administration of SOQs completed during class time per UPS 220.000 (2-17-2020 version)*

### **ADMINISTRATION OF SOQs**

3.2 Normally, faculty shall proctor the administration of SOQ forms for other instructors. Staff may, during unexpected circumstances, administer SOQ forms with permission of the department chair or equivalent. The instructor(s) of the course being evaluated shall not proctor the administration of their own SOQ forms. No student shall proctor the administration of the SOQ forms for faculty.

3.3 Teaching associates or faculty shall proctor the administration of SOQ forms for teaching associates...

4.2 For the administration of paper SOQ forms, departments shall provide the standardized senate approved directions, the blank SOQ forms, and pencils for students to complete the forms.

4.6 Paper SOQ forms shall be administered during the last four weeks of the semester or during the last week of instruction for courses that are taught in less than a semester.

### **PROCTOR RESPONSIBILITIES**

6.1.1 Read the standardized instructions to the students:

“Student opinion questionnaires play an important role in the evaluation of instructors. Your opinions influence the evaluation of instructors that takes place periodically. Responses are anonymous, and instructors will not have access to the forms or the data until after final grades have been officially submitted. Written comments are encouraged. Course evaluations are confidential and should not be discussed with others.

Studies have shown that student evaluations of teaching are often influenced by students’ unconscious and unintentional biases about the race and gender of the instructor. For instance, women and instructors of color are systematically rated lower in their teaching evaluations than white men, even when there are no actual differences in the instruction or in what students have learned.

As you fill out the course evaluation please keep this in mind and make an effort to resist stereotypes about the instructor(s). Focus your opinions on the effectiveness of the instructor in the course, what you have learned, and not unrelated matters.”

6.1.2 For paper SOQ forms only: Identify a student to serve as witness; Distribute an SOQ form to each student; Collect SOQ forms as students complete them; Ensure that all forms are collected before leaving the room; Securely seal the envelope containing the completed SOQ forms; Sign across the seal of the envelope (proctor and witness) prior to leaving the classroom; and Return the sealed envelope containing the completed SOQ forms to the departmentally designated location immediately after they have been completed.