

Instructions for Administering Student Feedback on Subject (SFSU) forms

1. Please double check for accuracy the master feedback form you received from the CTLC Feedback Team. If there are any errors or problems, please contact the Feedback Team immediately at 9479 1911 or 9479 3527, or at student.feedback@latrobe.edu.au
2. Once you are satisfied that the master feedback form is correct, make a total number of double-sided copies equal to your subject's enrolment. Keep one copy for your records.
3. Plan to provide 15 minutes of class time for the administration of the feedback form. Leaving too little time too near the end of class will result in a poor response rate and fewer useful written comments.
4. Arrange, well in advance, for someone who is not teaching in the subject to administer the feedback form. The feedback form administrator may be a colleague, or a student. Please note that neither the lecturer(s), nor tutor(s), nor any one else involved in teaching the subject should be present during distribution, completion, or collection of the forms.
5. For equity's sake, the feedback form administrator should read the following points to the students before distributing the forms:
 - While your feedback is important, useful, and appreciated, the completion of this feedback form is entirely voluntary.
 - Your responses are anonymous. No individual responses will be reported.
 - The feedback form will be processed independently of all teaching staff by the Curriculum, Teaching & Learning Centre's Feedback Team.
 - After — and only after — the results have been published, the Feedback Team will provide the subject coordinator with a summary report of the quantitative data, along with the original feedback forms containing all students' written comments.
6. The feedback form administrator should then distribute the feedback form (one per student), announce the 15-minute time limit and at the end of that time, collect all forms, including the blank forms.
7. The feedback form administrator should next place all completed and blank feedback forms in an envelope(s) addressed to 'Feedback Team CTLC, **Bundoora**' and to seal the envelope(s). Each envelope must be labelled with subject title and subject coordinator's name.

Important note: If the feedback forms are sent to CTLC in batches (for example from 3 groups), please indicate this on the envelope(s) by labelling them 1/3, 2/3, 3/3, etc.

8. To ensure security and prompt delivery, the feedback form administrator must put the envelope(s) in La Trobe University's internal mail immediately. Any program, school or Faculty administrative staff member can assist with this, if need be.

If you have any questions or concerns about this process, please feel free to call Andy Chong on 9479 1911, Kim Seah on 9479 3527, or to email student.feedback@latrobe.edu.au