These ITL questionnaires have been designed to assist staff in reflecting on their teaching and improving it. The questionnaires include instructions for students explaining how to complete the forms. In order to ensure anonymity of student responses the following procedures are appropriate when asking students to complete the questionnaires.

1. **Prior to the scheduled day of the survey**
   - Ensure that you have sufficient copies of the questionnaires for use in the class.
   - If you are using a photocopyable form please complete course and teacher details before photocopying.

2. **On the day of the survey**
   At the beginning of the class please explain to the students;
   - That you would like to ask them to complete a questionnaire about your teaching. Explain to the students why you are asking them to provide this feedback and how you intend informing the students of your response to their feedback.
   - That the survey is voluntary and their responses are anonymous. Remind students not to write their name on the questionnaires.
   - That you will leave the class while they complete the surveys.
   - That a student will hand out the forms and collect them again after about 15 minutes or when everyone has finished. The student will place the forms in the pre-addressed envelope, complete the information on the *Yellow Student Confidentiality Seal* provided and use it to seal the envelope ready for posting to the ITL.
   - That the comments included in the questionnaires will only be returned to you after the examination results are posted.
   - Student feedback is confidential and reports are only returned to the named staff member. If the report is to be returned to somebody other than the staff member teaching the class, his/her written consent for this must also be enclosed.

3. Ask for a student volunteer to take responsibility for distributing and collecting the forms. Leave the room for 15 minutes.

4. Return and collect the envelope, sealed with the *Yellow Student Confidentiality Seal*, from the student representative. After the class, mail the sealed envelope containing the completed survey forms to the ITL.

5. **Survey forms MUST be returned and received by the ITL by the end of the formal examination period**
   - Any questionnaires not received by the ITL by the end of the formal examination period will not be processed until the following semester.

6. The ITL will normally process questionnaires and return FFT electronic reports via email within two weeks of the completion of the formal exam period each semester.
   - The FFT hardcopy questionnaire forms will be returned when final examination results have been submitted.
   - If there is an indication that the procedure described above has not been followed, and/or that the *Yellow Student Confidentiality Seal* is not attached or signed, the batch in question will be held by ITL for investigation.

7. You are welcome to meet with ITL staff to discuss the student feedback after you receive the report.