HOW TO FILL IN ASSESSMENT QUESTIONNAIRE, EVALUATION FORM IN THE ACADEMIC INFORMATION SYSTEM AiS2

ALL QUESTIONNAIRES AND EVALUATION FORMS IN AIS ARE ANONYMOUS!

According to the Act No. 131/2002 Coll. on Higher Education, **one of the student rights is to have an opportunity to comment on the quality of teaching process and teachers** in a form of anonymous questionnaire at least once a year.

At the UVMP in Košice, the **evaluation takes form of an anonymous questionnaire "Assessment of the teacher and the subject"**, in which you have an opportunity to evaluate and give feedback to the professional expertise of your teachers as well as quality of the teaching process in a particular subject.

You can evaluate each question on a 5-point scale (where 1 is the best and 5 is the worst), or you can choose option N/A if you cannot evaluate a question. At the end you have also an opportunity to include your own comments.

Teaching process in a particular subject/s and teacher/s are evaluated separately. The questionnaire consists of the following questions:

1. Overall evaluation of the teaching process

Evaluate individual aspects of the teaching process organization	
1	How do you evaluate organization of lectures and practicals?
2	Did practicals expand and complement knowledge from the lectures?
3	How do you assess the level of practical training?
4	What was the availability of study material?
5	What was the quality of study material?
6	What was the material and technical support of the subject?
7	Were conditions for completion of the subject and subject evaluation defined clearly and on time?
8	Were the examination dates announced on time, in sufficient numbers and throughout the entire examination period?
9	Do demands of the subject match the number of credits earned?
10	To what extent did the subject meet your expectations?
11	Supplemental personal observations and opinions on the teaching process (comments, opinions, attitudes, etc.)

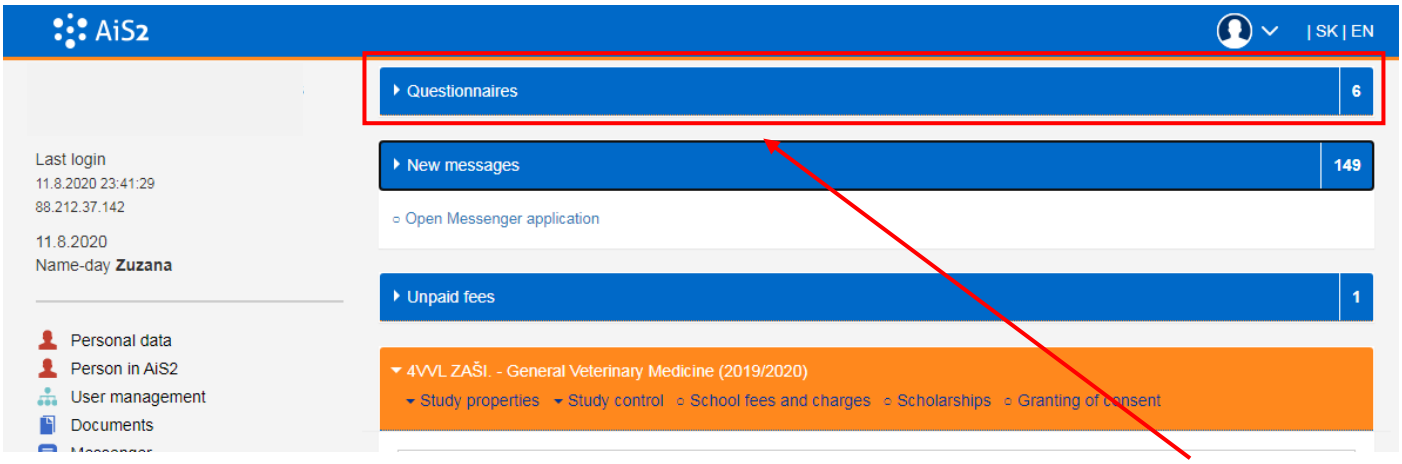
2. Overall evaluation of the teacher

Evaluate individual aspects of the teacher	
1	Were the subject topics presented by the teacher in a clear and adequate way?
2	How do you evaluate professional expertise of the teacher?
3	Did the teacher stimulate your interest in the subject and lead you to active participation?
4	Evaluate teacher's skills in terms of teaching process organization
5	How do you evaluate the teacher's communicativeness and his/her response to your questions?
6	Did the teacher respond to your questions sent through the official email address?
7	Was the teacher empathetic, did he/she create an opportunity to consult and express your opinion?
8	Was the teacher fair in making the evaluation and did he/she follow set conditions for evaluation of the subject?
9	Were all students treated by the teacher in the same way?
10	Supplemental personal observations and opinions on the teacher (comments, opinions, attitudes, etc.)

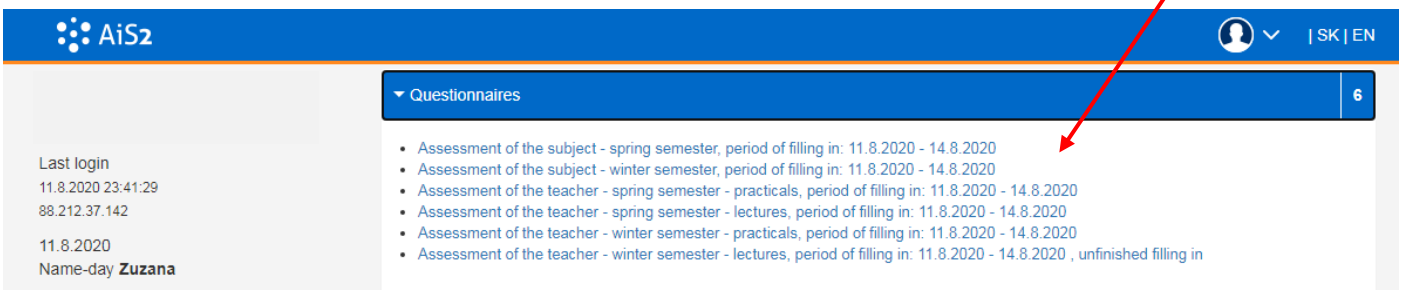
The quality of teaching process can by evaluated only by you, the students who participated in it. Give your feedback and help the university to improve and move forward.

"The principle goal of education in the schools should be creating men and women who are capable of doing new things, not simply repeating what other generations have done." Jean Piaget

➢ your personal screen after login into the Academic Information System AiS2 of UVMP in Košice:



– if there are questionnaires available to fill in, they will be displayed as section **"Questionnaires"** on your main AIS screen and by clicking on the section, you will display the individual questionnaires and the period during which they are open for evaluation



– for a simpler and easier access to and display of the questions, the whole questionnaire "Assessment of the teacher and subject" is divided into six sub-questionnaires:

- Assessment of the subject — winter semester (for evaluation are available only subjects you have been registered for in the winter semester)
- Assessment of the subject — spring semester (for evaluation are available only subjects you have been registered for in the spring semester)
- Assessment of the subject — winter semester — lectures (for evaluation are available only teachers registered in AIS as lecturers in particular subjects of the winter semester)
- Assessment of the subject — winter semester — practicals (for evaluation are available only teachers registered in AIS as practical teachers in particular subjects of the winter semester)
- Assessment of the subject — spring semester — lectures (for evaluation are available only teachers registered in AIS as lecturers in particular subjects of the spring semester)
- Assessment of the subject — spring semester — practicals (for evaluation are available only teachers registered in AIS as practical teachers in particular subjects of the spring semester)

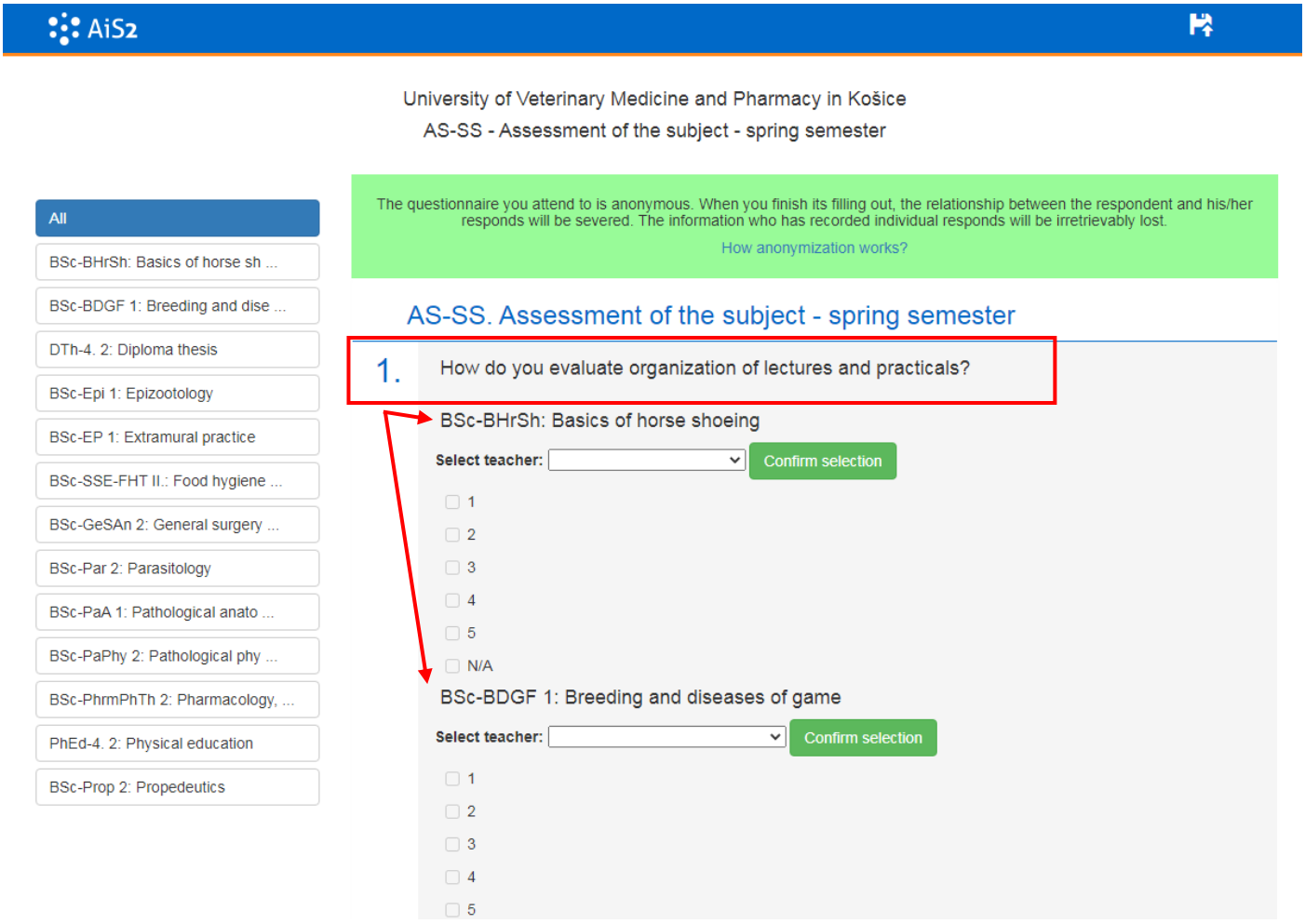
– in order for your evaluation of the subject and the teacher to be comprehensive, take a moment to read and fill each questionnaire, albeit partially

– which questionnaire you start with is entirely up to you

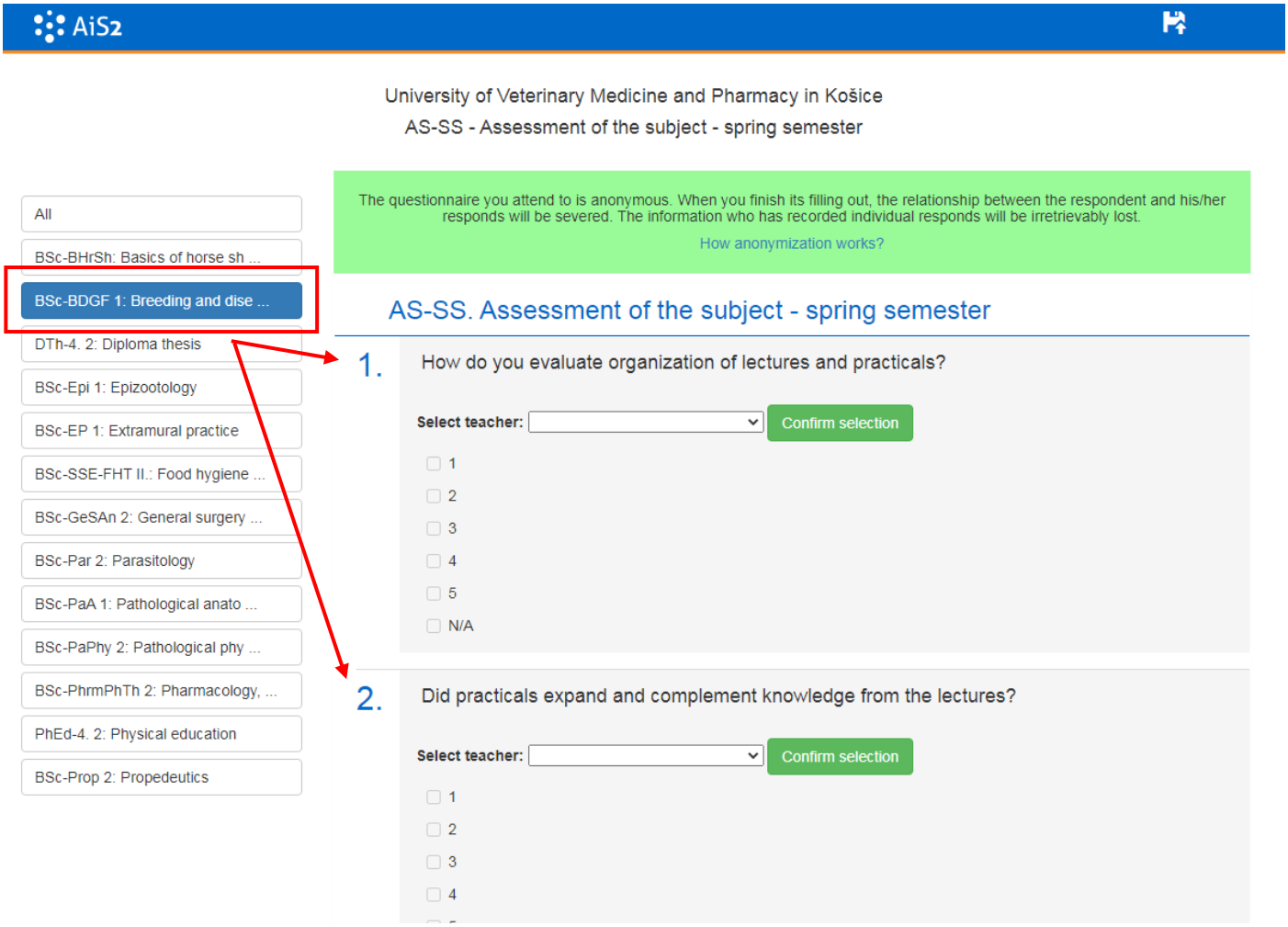
- to open the questionnaire, click on the questionnaire line — you must wait for questions to appear — please wait while loading, do not interrupt as it may take a while, loading time depends also on your internet connection and computer



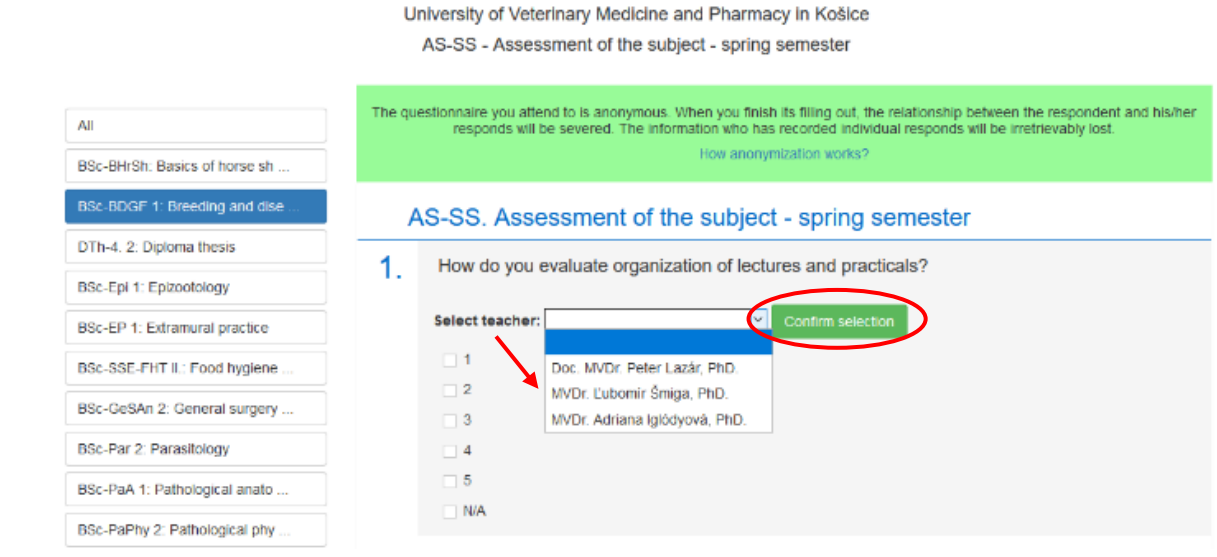
- at first, the questionnaire and its questions are displayed as follows:
  - first question and all available subjects to evaluate, second question and all available subjects to evaluate, third question and all available subjects to evaluate, etc.



- you can change the display by clicking on a particular subject in the list on the left and then you will be able to evaluate all questions for that one subject:

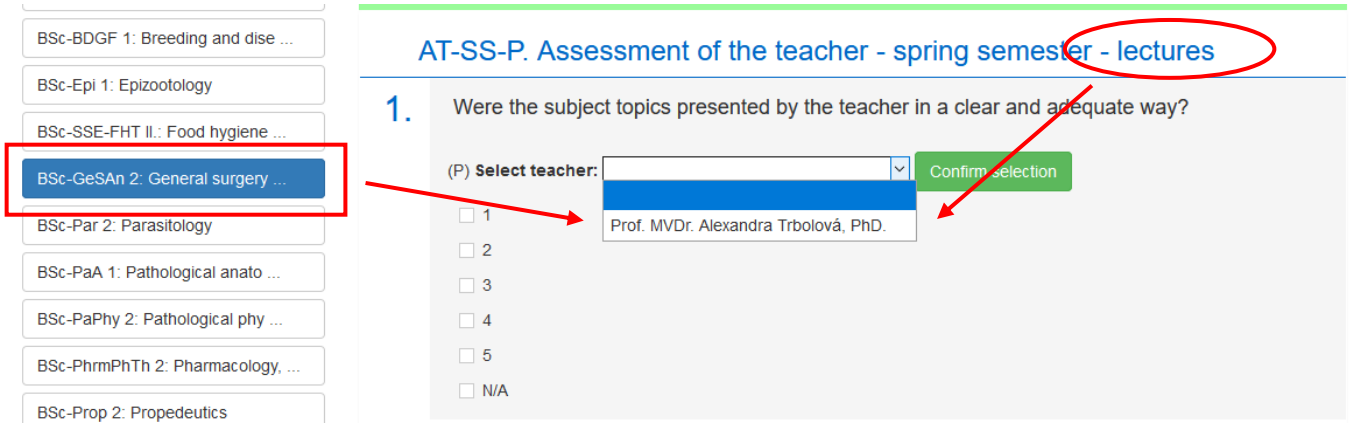


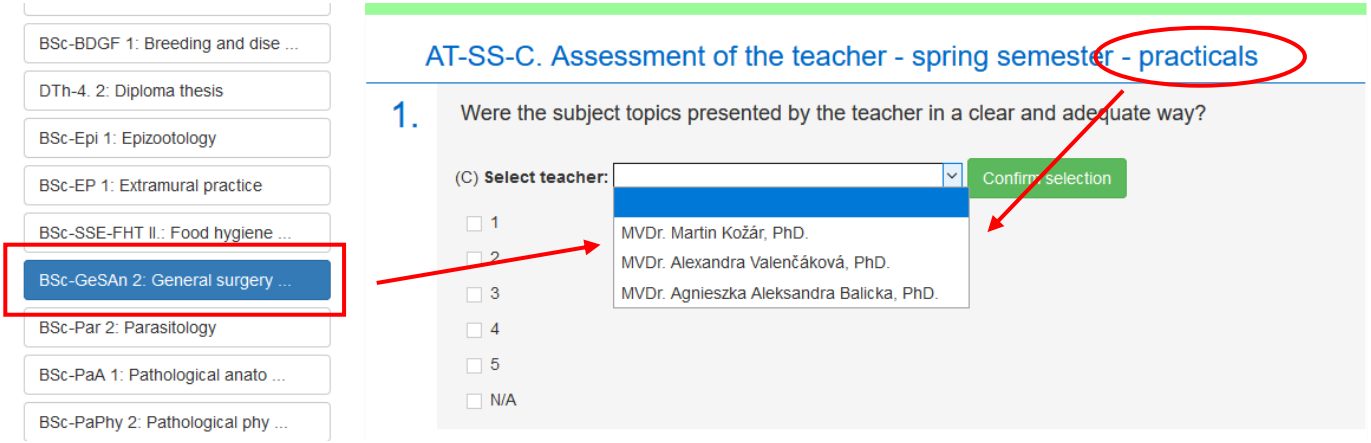
- when completing assessment of the subject, evaluate the teaching process in it generally, don't link it to a particular teacher in mind (you will have the opportunity to evaluate a particular teacher in a separate assessment)
  - however, before the system lets you evaluate a particular question, you have to choose a teacher even in evaluation of subject, we recommend you to choose the subject guarantor — without a teacher, the scale is blank and you are unable to evaluate



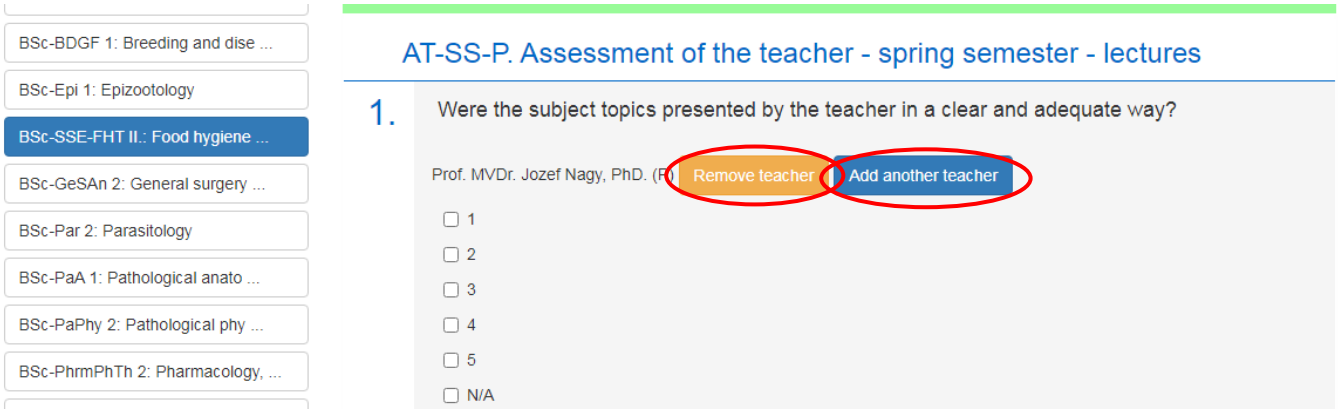
  - select a teacher from the list that appears and confirm your selection

- when completing assessment of the teacher, only list of lecturers will be available in assessment marked lectures and only list of practical teachers will be available in assessment marked practicals for the same subject

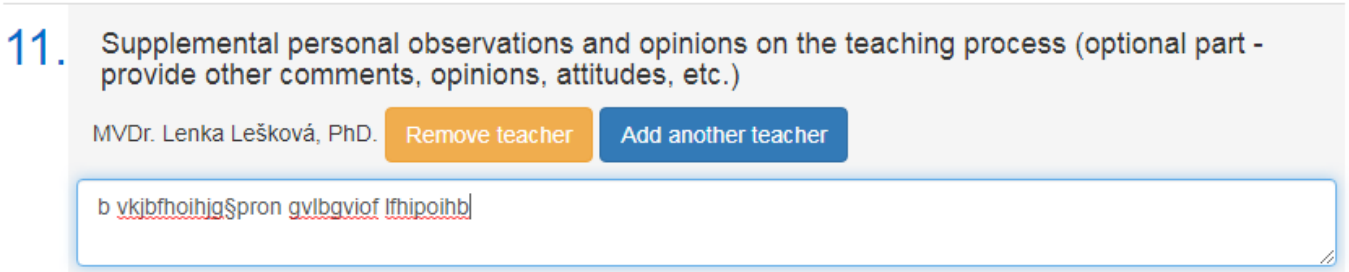




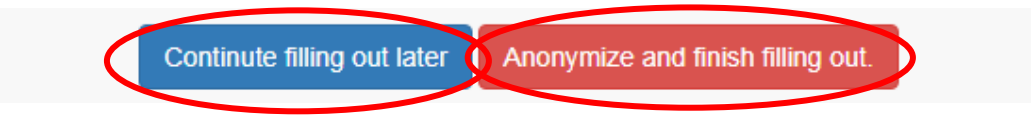
  - if necessary, you may remove already selected teacher or add another teacher for evaluation



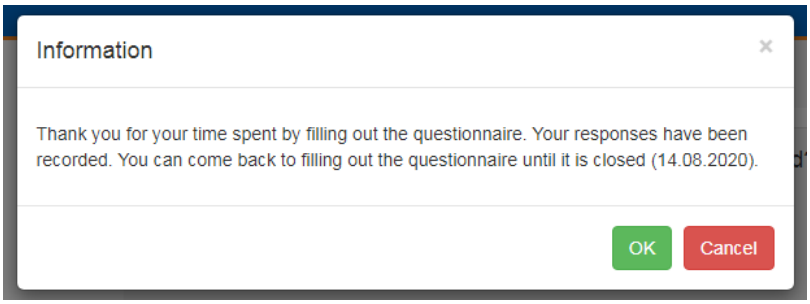
- last question in each assessment questionnaire is personal comments, opinions, suggestions

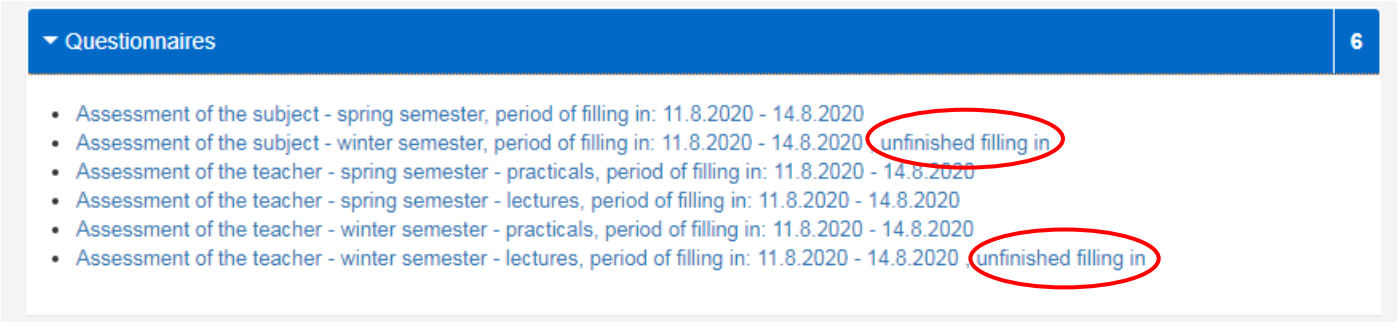


➢ in the end, you may decide to save you questions and “continue filling out later” if you are not yet finished or “anonymize and finish filling out”

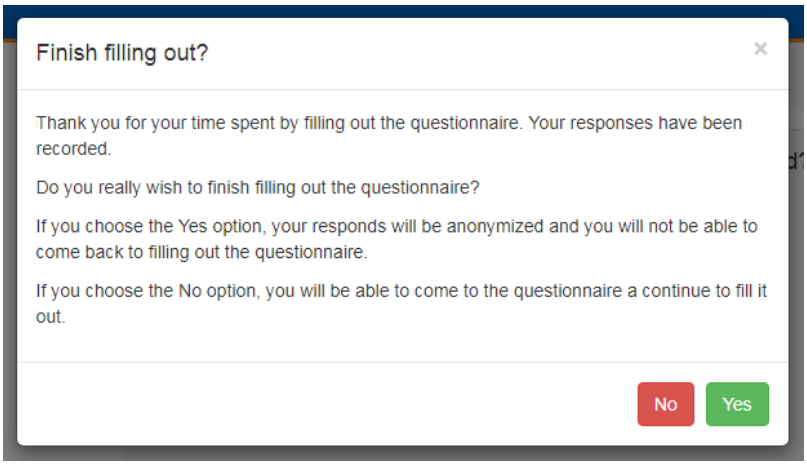


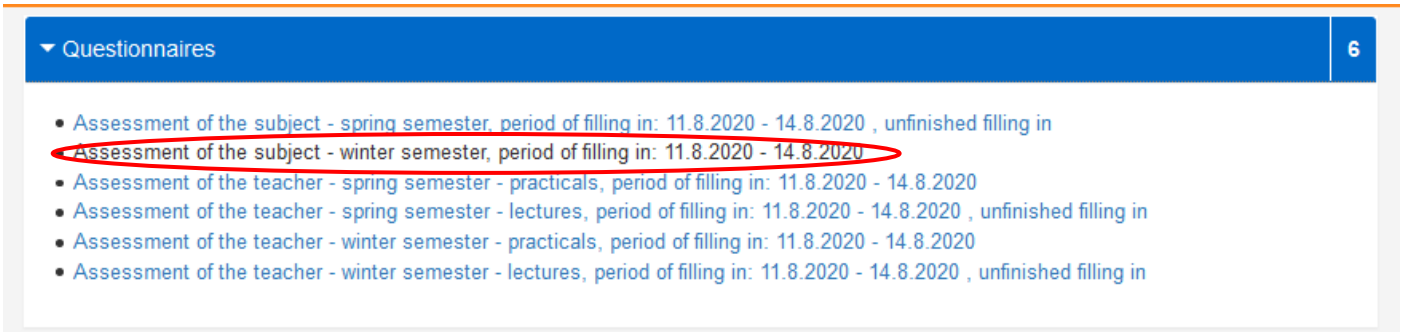
– if you choose to **continue filling out later**, a notification will appear, which you have to confirm, and it will show also on your main AIS screen

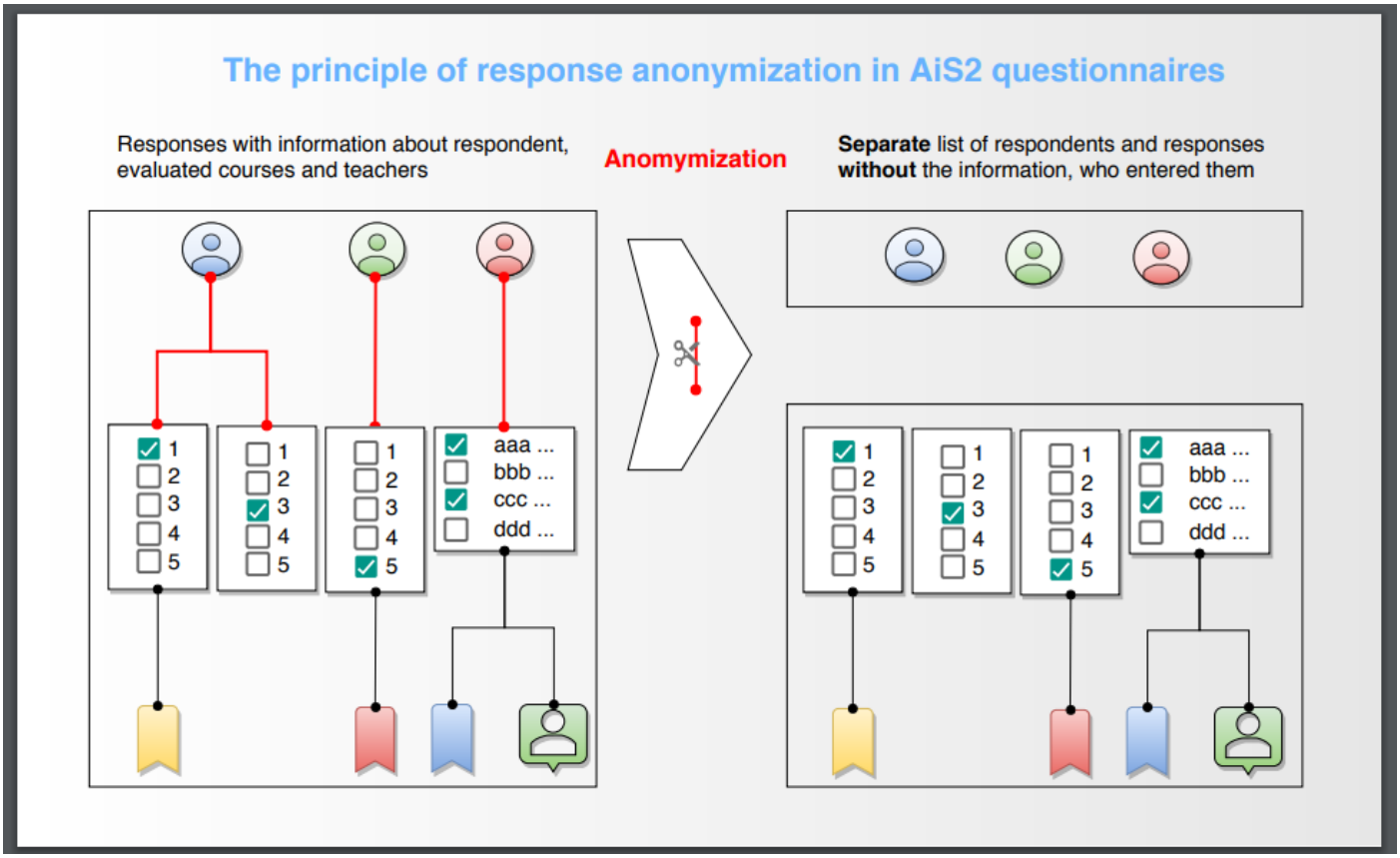




– if you choose to **finish and anonymize**, a notification will appear, and if you confirm it, you won't be able to return to the questionnaire later and on the main AIS screen the questionnaire will appear as black







- **those who check results of the assessment questionnaires can only see:**
  - which questionnaires have been filled, how many of them and how many closed
  - anonymity of questionnaires
  - questions that have been filled in and for which subject and teacher
  - evaluation of questions by scale or by written word
  - all without any indication of who has filled the questionnaire