The Course Evaluation Questionnaire (CEQ) is available to students online through Memorial Self-Service or through the MUNMobile app on mobile devices, and can be completed by students at any time during the designated administration period of a semester. Some instructors may wish to allow class time for students to complete the CEQ, as this approach can be effective for obtaining a high response rate. For instructors who are considering in-class administration of the CEQ, the Senate Committee on Course Evaluation suggests the following guidelines for this approach.

How to prepare for in-class administration

It is advised that instructors first confirm there is good WiFi connectivity in the classroom before proceeding to plan for in-class administration.

- Select a class time early in the administration period when class attendance will be good.
- Inform students in advance that there will be time allotted for completion of the CEQ on that particular day, so they can be prepared to bring their laptop, phone or tablet to class.
- Suggest that any students who do not have the MUNMobile app already installed on their device download the app in advance of the designated class time.
- Detailed instructions for completing the online CEQ on MUNMobile or through Self-Service can be found on the CEQ website (www.mun.ca/ceq). Students and instructors can familiarize themselves with these instructions if needed.
- Remind students that there is a “Finish Later” option to the form so if they do not have enough time to complete the form in the designated class or if they would like more time to think about their responses before submitting the form, they have an opportunity to do so outside of the designated class period.
- If a student does not attend class on the day designated for in-class administration, they can still complete the CEQ for that course at their convenience any time during the administration period.

Instructor presence in the classroom

When the CEQ was administered by paper, it was important for instructors to be absent from the classroom during administration so they were not seen to be involved in the process of handing out forms and collecting them back in where responses could be viewed easily and/or associated with individual students. With the online CEQ form, there is no handling of forms in this way and a student is not obligated to submit their completed form while in the classroom (they can choose “Finish Later” if they prefer to finalize their responses outside of class). The student’s responses are done privately on their personal devices and not in view of others.

The SCCE advises instructors to conduct in-class administration of the CEQ in a way that will work best for the course in question and that will maintain the integrity of the process. Some instructors may feel more comfortable leaving the room during in-class administration of the CEQ. Others may wish to ask a colleague, teaching assistant or staff member to be present in the classroom while the CEQ is being completed in the event that students have questions. Others may feel their presence will not make a difference in any way and will stay in the classroom while students completed the CEQ—in these cases, there is an expectation that no discussion, commentary, or other influencing events will occur as students fill out the form.

For further information on the CEQ please visit www.mun.ca/ceq.