

This information is provided by the Centre for Institutional Analysis and Planning (CIAP) to help inform students about the Course Evaluation Questionnaire (CEQ). Please visit www.mun.ca/ceq for more information.

Be Heard.

Course Evaluation Questionnaire (CEQ)

WHAT is the Course Evaluation Questionnaire?

The Course Evaluation Questionnaire, or CEQ, is the universal evaluation form for courses at Memorial University.

WHEN can you evaluate your course?

The CEQ administration period begins two weeks before the last day of classes and ends the day before exams start.

Exact dates of the CEQ administration period are posted at www.mun.ca/ceq.

HOW to complete the CEQ:

Completing the CEQ online is easy and convenient, through your computer or the MUNmobile app.

- ✓ Log in to **Student Self-Service** or open the **MUNmobile app**.
- ✓ Select **Course Evaluation Questionnaire** from the main menu in self-service or **CEQ (Course Evaluations)** under the Student Resources menu in the mobile app.
- ✓ You will see a list of courses you are registered for this semester for which an online CEQ form is available.

The online CEQ process is confidential. All personal identifiers (i.e., login name, student number, etc.) are disassociated from the responses when they are uploaded to the reporting tables.

The CEQ gives you an opportunity to provide your feedback about your course.

WHO sees the CEQ results?

A summary report of the ratings made to the scale items will be returned to the instructor, and a copy of this report will also be sent to the Academic Department Head and/or Dean. The summary reports are made available to students on Student Self-Service after they are returned, unless an instructor has opted-out of publication that semester. The instructor will also receive a report of the written responses made to the comments questions. **Only the instructor receives the written comments; students are advised to write only what they wish their instructors to see.** Results are returned after final grades for the course have been submitted.

WHY should I complete the CEQ?

Course evaluation is an important process at Memorial and the CEQ has several purposes: to help instructors improve the quality of their teaching, to provide a standard measure of teaching effectiveness, and to help students make choices among courses. Instructors do use this information to help shape course delivery and your feedback is valuable for the continuous improvement of courses and programs for all students.

Questions? Visit www.mun.ca/ceq