

Essential Information

This sheet is to accompany all scanning requests in order to ensure the integrity of the results.

Please tick the appropriate box:

Evaluations <i>Student feedback</i>		Assessments <i>Tests / Exams</i>	
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NOTE EVALUATION:

Evaluation results are **confidential** and will only be returned to the academic being evaluated. It is the up to the academic to forward these to other, relevant, stakeholders.

Please follow the instructions at the top of the student feedback questionnaire

Lecturer	
Subject code	
Department	
Faculty	
Extension	
E-mail <i>Person who receives results</i>	

Date written	
Number of students	

Return to: <i>Please note that evaluation results will only be returned to the academic that was evaluated.</i>	
Contact person	
Building/Room	
Campus	

Received on: _____ Returned on: _____

Send to: Nqabisa Nzenze	
Department	CTLM
Building/Room	M214h
Campus	North
Extension	9056

For office use only	
Result code	
No of scripts scanned	
E-mailed on	

Checklist for assessments

- Students were instructed to follow the marking instructions on the pink scanning form.
- Students were instructed to fill in the lecturer’s name in the top left corner of the scanning form.
- Students were instructed to fill in the module code in the left hand corner of the scanning form.
- Optical scanning forms are separated from the test/exam papers
- The scanning forms are not stapled or paper clipped together
- The memorandum is included.
- All the 11111’s under student & ID number is circled on the memorandum
- The memorandum is correct
CTLM may not make any changes to the memo on your behalf.
- There is only one answer per question on the memorandum
- There are no additional markings on the memorandum