

IMPORTANT NOTICE RE: TEACHER EVALUATION BUBBLE SHEETS

This is a reminder of how the bubble sheets must be completed in order to assure accurate results. Ink and marker will not scan. Also, light marks and incompletely filled bubbles may be skipped. Please convey this information to students completing the forms.

It is critical that your student evaluation of teaching forms be completed as follows:

- **Use # 2 pencil only. Pen or marker will not scan, nor will certain mechanical pencils**
- **Completely fill in the bubbles**
- **Make no stray marks on the form & erase changed answers completely**

Please have a supply of #2 pencils available for students who need them.

The Office of Institutional Research & Assessment cannot guarantee accurate results if forms are not completed as outlined above.