

CAS Teaching Evaluations

GUIDELINES FOR ADMINISTRATION

Student Proctor

Thank you for volunteering to proctor course evaluations! Your job is:

1. Read the following statement aloud:

Students should complete an evaluation form for each college course. Each form becomes part of the instructor's records. Teaching evaluations provide information to the instructor and are also used in formal evaluations including the instructor's promotion, tenure, and salary reviews. The instructor will be able to view completed evaluation forms only after turning in grades for the course. Your written comments are important because reviewers read them and take them seriously.

Thank you for your help in this important matter.

There should be no talking as you fill out the forms so that individuals are not influenced by the comments of others.

2. If the instructor has given you questions/forms in addition to the online form, wait to distribute them until after the standard online evaluations are completed.
3. When all students are finished completing the evaluations, let the instructor know to return to class.

Link for student evaluation access: <https://lclark.bluera.com/lclark>