



ARKANSAS STATE  
UNIVERSITY™

TESTING CENTER

**Faculty Evaluation Cover Sheet**

Department: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person & Email Address: \_\_\_\_\_:

Semester of Submitted Evaluation Forms:

Year  Choose:  Fall  Spring  Summer 1  Summer 2

Reports:

- You will automatically receive 2 printed reports: Basic Item Analysis and Item Statistics
- Please indicate which of the following PDF files to be emailed to the address given above.
  - Detailed Item Analysis Report
  - Item Analysis Graph Report
  - Condensed Item Analysis Report
  - Crosstabulation Report
  - Comparative Item Report
  - Question Mean Report
  - Analysis Group Report

All reports will include an overall report and a report for each different ID Number.

- Use the Scantron Form F-1884
- Use only No.2 pencil (no pens)
- Make heavy marks that fill the circle completely
- ID Numbers must be bubbled in accurately
- Do NOT wrinkle, tear, fold, or staple the forms
- Arrange forms so they are facing the same direction with the same face up
- Submit only completed sheets for processing
- Submit all department Faculty Evaluations at the same time
- One copy of the actual questionnaire must be submitted with the evaluations
- ASU Testing Staff will not alter a student's bubble sheet under any circumstances
- If you have any questions, please contact Kim Price in the Testing Center at 972-2038 or [kprice@astate.edu](mailto:kprice@astate.edu)