

## TEACHING EVALUATION QUESTIONNAIRES

It is hoped that all students in a small department like ASNC will feel free at any stage to raise any matters of difficulty or concern about departmental teaching with the teacher concerned, with their Director of Studies, or with the Head of Department. It may be taken for granted that all comments and suggestions will be received with interest. More formal procedures for student feedback are also in place, as described in the booklet 'Reading Anglo-Saxon, Norse, & Celtic at Cambridge: a Guide for Students 2001–2', pp. 18–19. These formal procedures are set in motion by the Teaching Evaluation Questionnaire (TEQ), which will be distributed to students towards the end of each term. We ask you to complete these questionnaires, and to return them to the Departmental Secretary. In this way we hope to monitor, maintain and improve the quality of our teaching, for the benefit of all.

### FORMAT OF QUESTIONNAIRE

The forms are anonymous, and all confidences are respected; though it is of help in assessing the returns if you complete the details about your status (first-year, second-year, etc.). Any suggestions for the modification or improvement of the TEQ should be raised with a student representative on the JAC. The matter will then be discussed at the next meeting of the JAC, for approval at the next Departmental Meeting.

### PROCEDURE

#### Undergraduate TEQs

- **Undergraduate TEQ** forms are given to each Lecturer for distribution to their students (undergraduate and graduate) at each of their classes during the seventh week of term.
- One of the students is detailed to take or send the completed forms in an envelope (provided with the forms) to the Departmental Secretary.
- Departmental Lecturers read through their TEQs (and those of any substitute lecturers teaching on their behalf) at the end of Michaelmas and Lent Terms and comment on the student responses using TEQ Response Forms.\*
- TEQ Response Forms are passed on to the Head of Department for review. An informal report of the Teaching Evaluation for that term is presented at the next Departmental Meeting.
- The Undergraduate Student Representative present at the Departmental Meeting is able to pass on Departmental feedback to the rest of the undergraduate student body via the Joint Academic Committee meeting.

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\* Easter Term is omitted since only four weeks of teaching take place before exams.

Graduate TEQs

- **Graduate Seminar TEQ** forms are given to a Lecturer for distribution to graduate students in the M.Phil seminar on scholarly methods in the seventh week of term
- Students are asked to complete the forms before leaving the seminar.
- One of the students is detailed to take or send the completed forms in an envelope (provided with the forms) to the Departmental Secretary.
- **Graduate Supervision TEQ** forms are given to each Lecturer for distribution to graduate students in supervisions during the seventh week of term.
- Graduates are asked by the Supervisor to send the Graduate Supervision TEQ form directly to the Departmental Secretary
- Departmental Lecturers and Supervisors read through their Graduate TEQs at the end of Michaelmas and Lent Terms and comment on the student responses using TEQ Response Forms.
- TEQ Response Forms are passed on to the Head of Department for review. An informal report of the Teaching Evaluation for that term is presented at the next Departmental Meeting.
- Graduate Student representatives present at the Departmental Meeting are able to pass on Departmental feedback to the rest of the student body via the Graduate Joint Academic Committee meeting.