

UMKC Information Services
Questionnaire/Evaluation Information Sheet

When a questionnaire or evaluation is scanned, the reporting program can give a report for each group and/or a composite of all groups, please indicate your choice. The raw data from the sheets can be copied onto a diskette for later processing or storage. Please complete the items given below, print the form, and paperclip it to your scan sheets.

Please fill on information requested below

Submitted by: _____

Employment Type: Faculty Student Staff

Campus Address: _____ Phone: _____

Department/Course: _____

Please select the proper options:

Report for Each Group? No Yes - Number of Copies _____

Composite for all Groups? No Yes - Number of Copies _____

Copy the Raw Data to Diskette? No Yes - Filename.ext: _____
(Example: Testfile.Dat)

Highest Number of Questions (1-200): _____

Total Number of Sheets to be scanned: _____

Total Number of Cases: _____

Should the sheets be scanned in the *exact* order you have them? Doesn't Matter Yes

Information Services staff only in this section

Sheets **Received** Date: _____ Time: _____ Initials: _____

Sheets **Scanned** Date: _____ Time: _____ Initials: _____

Results Picked Up: Date: _____ Time: _____ Initials: _____

Problems during scan? _____