

## Course evaluation questionnaire academic year 2018/19 - FAQ

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**1) Is the questionnaire filled out anonymously?**

Yes, the questionnaire is filled out ANONYMOUSLY.

**2) Where is the evaluation questionnaire filled out?**

To fill out the form, it is necessary to access your own reserved **on-line secretarial office**, enter [Questionnaires >> Questionnaires to evaluate course activities](#) and click on the questionnaire icon in the row of the course you wish to evaluate, found in the last column on the right (Q.Val).

**3) Who can I and must I evaluate?**

Students can only evaluate the courses contained in their own study plan for the academic year 2018/19. (e.g.: the student enrolled for 2018/19 in the 2nd year: cannot evaluate first year courses, but only second year ones)

**4) Can a student who is behind in the study schedule also evaluate a course?**

NO, the course evaluation questionnaires can only be accessed by students in line with their study schedule.

**5) Which courses can be evaluated?**

The questionnaires can be compiled when the following 5 conditions are simultaneously met:

- The course is included in the student's *schedule* for the academic year "Offer 2018/19"
- The Course Activity (AD) includes at least 20 hours overall.
- The relevant exam has not yet been taken
- The time window for filling out the form is open
- The course to be evaluated is not: work experience, a traineeship, or a seminar

**6) When is it possible to evaluate?**

The evaluation questionnaires can be filled out in different periods, according to the semester when the course is held:

- for Courses held in the 1st Semester: from 10 December 2018 to 3 March 2019.
- for Courses held in the 2nd Semester: from 6 May 2019 to 31 July 2019.
- for annual Courses: from 6 May 2019 to 31 July 2019.

**7) What is evaluation week for and what does it mean?**

The evaluation week is considered the ideal week for filling out forms as, for most university courses, it corresponds to the period by which about two-thirds of the lessons have already been held.

**8) What about if there is an annual course with a module that ends in the first semester?**

Exceptionally, this module can be evaluated during the first semester too (10 December - 3 March)

**9) Can a course ever be evaluated in a period other than the usual ones?**

Yes, in fact, if there are courses that concentrate or even finish their lessons in the first or second part of a semester and for which the ordinary evaluation periods are inappropriate, the start of evaluation can be exceptionally changed.

These exceptions will be communicated by the professor involved in the teaching during lessons and published on the Department's web pages.

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**10) If the evaluation questionnaire is not filled out, does that prevent enrolment for the exam?**

YES, but only during the evaluation window.

For example, for 1st semester courses, not filling out the questionnaire does not allow exams to be booked for the session 10 December 2018 to 3 March 2019.

**11) Does exam booking block also apply to part exam tests?**

NO, if a part test is booked before the questionnaire has been filled out, a simple WARNING will appear.

However, filling out the questionnaire will become mandatory for enrolling in the final exam, if this takes place in the evaluation window period.

**12) Why is the questionnaire icon red?**

The questionnaire icon is red because it refers to a course that has not yet been evaluated.

**13) Why is the questionnaire icon yellow?**

The icon is yellow because, although you have filled out one or more questionnaires, all the modules in the course activity must be evaluated.

**14) Why isn't there an icon to fill out the evaluation questionnaire?**

There are many reasons, for example:

- The course is not among those that can be evaluated (e.g.: Traineeship, work experience, or seminar)
- We are no longer inside the evaluation window period (e.g.: after 3 March 2019 for a 1st semester course)

**15) If the questionnaire icon does not appear can I enrol in the exam session?**

YES. Booking an exam is only blocked when the icon is red or yellow.

**16) If the teacher wants to enrol me in the exam session even though I have not booked on-line, can he do so, even though the red or yellow icon appears?**

NO in this case, the only solution is fill out the on-line questionnaire IMMEDIATELY. Therefore, finding oneself in this situation is not advised.

**17) Is it mandatory to answer all the questionnaire questions?**

It is mandatory to answer all the questions bearing an asterisk.

**18) Is it possible to fill out the evaluation questionnaire a second time?**

NO, once filling out has been confirmed, it is not possible to change it or repeat it.

**19) I have already filled out the questionnaire, but when enrolling in the exam session, the following appears:**

**“BOOKING NOT SUCCESSFUL The course evaluation questionnaire has not been filled out. To fill out the questionnaire now click here”**

Probably the questionnaire has only been partly filled out or has not been saved correctly.

Therefore, please return to the filled out questionnaire by clicking on the relevant icon, and check that it has been confirmed for all the modules that make up the course. Otherwise, complete and confirm it has been filled out.