

Guide for Students Administering QSSET

Thank you for helping to administer the Queen's Survey of Student Experience of Teaching in your course. As a Class Student Representative, your role is pivotal for ensuring the success of QSSET administration. These instructions apply to on-campus courses and synchronous online courses where QSSET is completed during a scheduled class or live session. Asynchronous online courses use a one-week collection window and do not involve in-class administration by a Class Student Representative. The following instructions will guide you through the steps in administering the survey.

Please make the following announcements to the class.

"The Queen's Survey of Student Experience of Teaching (QSSET) is your opportunity to provide feedback about pedagogy, course content, course materials, and the student learning experience generally. Written comments are especially valuable. However, the QSSET is not an opportunity to make comments that are disrespectful, demeaning, discriminatory or harassing in nature. **Surveys containing such comments will be discarded and will form no part of the evaluation process.**"

The surveys can be completed on your phone, laptop or tablet.

Invitation emails are available in your Queen's email. Please search for QSSET if you do not see them. Please also check your junk folder if they do not appear to be in your inbox.

The survey is available only during the designated in-class time.

Please note the response scale on the evaluation form: **7** indicates a **strong agreement** with an item and **1** indicates a **strong disagreement** with an item. There is also a non-applicable (or abstention) option for each question.

Read the paragraph at the top of the online form and remember to complete the open-ended questions at the end of each section. Please ensure that you press the submit button at the bottom to conclude your survey.

A report produced from the class responses will be forwarded to your instructor after final marks have been submitted.

If you did not receive a survey, or have any questions please reach out via email to qsset@queensu.ca