

What is TEACHING EVALUATION SYSTEM?

The Teaching Evaluation system is a medium to assess the teaching quality, the course content, and the teaching facilities provided as well as to serve as a platform for students to comment about the university and suggest further improvement. This exercise has been practised in Multimedia University since 1996.

What is the process of TEACHING EVALUATION SYSTEM?

To properly understand this system, let us take a look at the process of TES.

Early of trimester:

Academic Compliance and Regulatory (ACR) announces to all faculties and academic centers to update the Teaching Evaluation records. The records for Teaching Evaluation are captured from the data keyed-in during the course registration. This is to ensure that students evaluate the lecturers of the subjects they register for.

Evaluation period:

The exercise is at the end of the trimester and students are given a stipulated period before the final examination to complete the exercise.

- **Long Trimester – Week 10 until Week 14**
- **Short Trimester – Week 5 until Week 6**

Students may choose to do the evaluation while on the campus ground, within the comfort of their own home or anywhere where there is internet connection. ACR will provide the participation rate report for the teaching evaluation exercise to all faculty/academic centre during this period. Based on the report, faculties will know in terms of percentage (not the list of individual students) how many students have completed the evaluation.

After evaluation period:

Academics are ranked on the scale of 1 to 5 where 1 being the lowest and 5 indicates excellent. ACR will provide the list of lecturers and tutors who score above 4.0 and below 3.0 to the Academic Development for Excellence in Programmes and Teaching (ADEPT) for their action on the Commendation and Reminder Letter issuance.

The results (the score as well as the comments) of the teaching evaluation are also forwarded to the Deans of academic centers. From there the Deans of Academic Centre are able to evaluate the performance of the lecturers. The lecturers' performance in the teaching evaluation is also very important as the result will be considered for their renewal of employment contract, part of annual performance and it can also be used as a strong support for job application elsewhere. The results will be released to the academics online after the Board of Examiners at the faculty/academic center's level

have endorsed the examination result. This is to avoid students from being victimised by lecturers who do not get evaluated well.

The **validity** of Teaching Evaluation is determined based on the participation rate. In the case where the number of registered students in a class is 100 and above, the participation rate must be 30% and above for the evaluation to be valid. However, should the registered number of students in a class is 99 and less, the participation rate must be 50% and above in order for the evaluation to be valid. Hence, a class with 100 students should have at least 30 students participating in the evaluation and a class with 98 students should have at least 49 students participating: only then, the results of the evaluation are declared as valid.

How will I know that teaching evaluations are available?

The Teaching Evaluation announcement for student evaluation will be made by ACR through the system notification email trigger to all the students on the day of the survey open. In addition, the links for the student to do the evaluations will appear in the email.

To access the survey, you will need to use the Internet to go to the following link:<https://cms.mmu.edu.my/psp/csprd/?cmd=login&errorPg=ckreq&languageCd=ENG>

(If you can't click on this link, please copy it and paste it on to your browser.)

This link will take you to the Login page. You will need to enter your CaMSys username & password. You will need to go through the following steps to gain access to a listing of the courses for which you are currently enrolled:

- i. Click "Self –Service" and "Teaching Evaluation"
- ii. Click on the "SUBMIT" button for final evaluation.

The announcement also will be uploaded in MMLS, MMU Online Portal and Bulletin Board.

What is the guideline for students when commenting the Academics?

Students are to note that all comments made on the lecturers must:

- Be based on observation during the lectures/tutorials/lab sessions attended.
- Be a true representation of what the individual student feels toward the lecturer/tutor/lab instructor.
- Be intended towards improving the quality of teaching.
- Be without usage of foul words.
- Not be racist in nature.
- Be written in English.
- Not contain any name-calling.

Does the academic know who is evaluating him/her?

Academic knows that students in his/her class evaluate him but he or she is unable to determine which student gives what comment. Lecturers will be made known of his score and the comments made.

What if student has made a mistake and would like to correct their evaluation?

Should student make a mistake during the evaluation, they can email to acr@mmu.edu.my and explain the exact problem faced (eg: quoting the exact error message received or send the print screen of the error page) or the mistake made. ACR will assist from there. Please ensure that the related e-mail is sent during the exercise period. ACR is not able to assist once the evaluation exercise period is over.

What if student misses evaluating period and do not evaluate their academic?

Should that happen and by the time student realise the academic evaluation exercise is over, student will have no chance of evaluating the lecturers. That is why it is important for a student to take note when is the academic evaluation week.

Will the student be penalized if they have commented anything negative?

No. Nobody knows who write the comment.

What is the purpose of the evaluation of teaching?

Evaluation of teaching can have many purposes, including collecting feedback for teaching improvement, assess on the effectiveness of teaching, the course content, as well as to serve as a platform for students to comment about the university and suggest improvement. From students' comments and suggestions, the management will then take the necessary action to improve the quality of teaching and learning in the university.

How effective is this exercise?

The university views the evaluation made by students seriously. Actions are taken based on the comments made.