

HOW TO SUBMIT PRINTED FORMS

1. The faculty key-user checks before sending the forms:
 - a. That the forms are 'scannable': bar code, corner marks, no clams or paperclips
 - b. That one stack holds one survey only
 - c. That the survey is present in EvaSys, using the same **form** and **method**.
Methods that can be used are:
 - Hybrid (combination of online and paper)
 - Hard Copy (record should stack together; keep pages in the same order!)
 - Cover sheet method (can be use by one-sided and two-sides forms, the correct cover sheet must be scanned with the stack of forms)
2. The faculty key-user puts the forms in an A4 envelope (one survey per envelope) and brings that to Citadel H-422. Put the envelope in the mailbox in the cabinet (next to the coffee machine).
 - a. Fill in the form (see backside) and put that as the first page in the envelope as well
 - b. Mention form and method in cases that Hard Copy or Hybrid methods are used
3. QUEST scans the forms and checks after processing that all forms have been processed properly
4. If something went wrong with scanning (for example because the cover sheet is missing, pages are not kept in the same order, the barcode was not visible, etc.):
 - a. QUEST will put the envelope with all the original forms in the mailbox in Citadel H-422 again
QUEST will contact the key-user
 - b. The key-user decides what to do (for instance: restore the survey, accept the situation, etc.)
5. After processing you will get an e-mail that the forms have been scanned. If you marked 'Return', the paper forms will be returned to the key user (through the Citadel H-422 mailbox). If you marked 'Discard', the forms will be kept at the office for ten weeks. Any forms that have not been retrieved from the mailbox or the office will be shredded after ten weeks.
6. The key user closes the survey, except when additional response is expected. Note: closing the survey prevents records being added by mistake. The survey can easily be unlocked.

REQUEST FOR EVASYS SCAN – QUEST

Subunit in EvaSys: _____

Period (as indicated in EvaSys): _____

Course name / code: _____

Method used (as indicated in EvaSys):

- hard copy
- hybrid
- cover sheet method

Number of returns (returned and filled in forms in this envelope): _____

What do you want us to do with the forms?

(if there was a problem with scanning the forms, we will always return the original forms)

- Discard** (we will keep them at the office for 10 weeks just in case)
- Return** (we will put the envelope in the inbox in the cabinet in Citadel H-422)

Your name: _____

Your phone number: _____

Your email address: _____