

IR&A Scannable Survey Submission Form

This form must be included with *EACH* set of surveys you submit for analysis.

Survey Name: _____

Semester Administered: _____

Contact Person: _____

Contact Office: _____

Contact Phone: _____

Pre-Submission Checklist (please complete and submit with surveys):

- Surveys are numbered correctly using the survey guidelines posted on the IR&A website. There are _____ surveys to be analyzed.
- All staples have been removed.
- All pages without scannable questions have been retained by our office (i.e., pages consisting of only open-ended questions).
- 2 blank identical copies of the survey are included.

Identical means that they are on the same size and color paper as the administered surveys and were printed/copied from the same batch. If the blank surveys are NOT identical to the surveys that are being scanned, it may not be possible to analyze your surveys.

- Surveys are sorted and labeled as follows (if necessary):

- Section

- Class name/number

- Respondent type

- Other (please specify): _____

- All steps outlined in the *Guidelines for Developing and Processing Scannable Surveys* posted on the IR&A website have been adhered to and followed.

The Guidelines for Developing and Processing Scannable Surveys can be found at <http://ww2.wpunj.edu/ira/Surveys/Guidelines.pdf>. Non-compliance with these guidelines may result in an inability of the IR&A office to analyze your surveys or a delay in processing time. Please feel free to contact the Office of Institutional Research & Assessment at ext. 2725 with any questions regarding the developing and processing of your surveys.

Survey Return Options:

- Please return surveys via campus mail.
- Please contact us to retrieve the surveys.

Additional information/comments:

Thank you.