

# *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 are retained by you (i.e., pages consisting of only open-ended questions are not sent to IR&A).
- 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.

- Surveys sent to alumni follow section C7 of the Guidelines.

*The Guidelines for Developing and Processing Scannable Surveys are found at <http://www.wpunj.edu/dotAsset/110273.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:

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Thank you