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Nottingham

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A Student Guide to completing SET and SEM Surveys

A Student Guide to completing Evaluate Surveys in Blue Castle

Blue Castle is accessible from a large variety of Internet Enabled devices e.g. PC's, Mac's Laptops and Smart Phones from a wide variety of locations and connections made via broadband, 3 / 4G Wi-Fi etc.

If you need advice on how to connect to the University Wi-Fi service then please see <http://nottingham.ac.uk/it-services/services/wireless/index.aspx> for more information.

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Why should you complete your SET and SEM questionnaires?

A 3 minute video has been produced that explains the importance of the SET and SEM surveys. This can be found at:

<https://www.nottingham.ac.uk/professionaldevelopment/learningandteaching/evaluate/index.aspx>.

As a student at the University you can help ensure that teaching and module design supports your learning by telling us what works and what doesn't work. By completing your questionnaire, you make your voice heard because your School or Department will seriously reflect on evaluation results and make changes based on what you say.

For SEM questionnaires, your School will publish the aggregated results for that module and will write a response to the student feedback and say how that module will change in the future to better meet student requirements. If all students complete their questionnaires it means that when you come to choose a module, you will be able to access information about how previous students have responded and see how that module will be delivered differently in the future.

You might want to think carefully about the feedback you submit to ensure your voice is heard and your School or teacher has sufficient information to act upon. If you want to say something hasn't worked for you, then please tell us it hasn't worked but

also try to say what could have been changed to make it better. Equally, if you want to say something has worked for you, then please give some detail about why something worked for you.

The other reason you need to think carefully about your feedback is that anything that is personal or abusive will be removed from the system which means that your feedback will not be heard. What we mean by personal or abusive are comments which refer in an insulting manner to the individual teacher and not to their teaching. For example, if you want to say that a lecturer is not very organised a statement such as,

“The lecturer was not very organised. There were never enough hand-outs for the class and sometimes the slides did not relate to the subject of the lecture”

is constructive and gives some real examples and is valid feedback. However, a statement such as,

“The lecturer was not very organised. He looked like he had just got out of bed and was wearing clothes that had never been ironed.”

is personal and abusive and is not valid feedback. This comment could be removed from the system meaning that your statement about the teacher not being organised is lost because you chose to show the disorganised approach through commenting on the appearance of the teacher, rather than commenting on his teaching.

What is a SET Survey?

SET stands for Student Evaluation of Teaching and is your opportunity to score and comment upon the quality of the teaching you have received on a module. A SET survey is always associated with an individual teacher so you are asked to rate that individual. This can sometimes be a little confusing if you attend a module where you are taught by more than one teacher. In these circumstances, the teacher who is gathering SET feedback will present you with the questionnaire and make it clear you are being asked to rate his or her teaching. SET is never used to comment on more than one teacher at a time.

The teacher uses the results and comments from their SET survey to reflect on their teaching on the module and sometimes teachers will change aspects of their teaching based on student feedback. This is another reason why it is so important to be absolutely clear in your written comments and make sure that you are giving enough information about what worked and what didn't work.

These are the questions you will be asked to complete for a SET survey.

<http://www.nottingham.ac.uk/ProfessionalDevelopment/Documents/learningandteaching/Evaluate-Docs/Example-SET-Survey.pdf>. Schools can also add up to 3 additional questions.

What is a SEM Survey?

SEM stands for Student Evaluation of Module and is your opportunity to score and comment upon the organisation of the whole module – its objectives, the teaching methods, the assessment and the workload. The results of these surveys will be published and the information used to help with curriculum development and module review.

The rating scale ranges from Strongly Agree (☺) to Strongly Disagree (☹). Please read the questions carefully as you cannot change your responses once you have submitted your questionnaire.

These are the questions you will be asked to complete for a SEM survey.

<http://www.nottingham.ac.uk/ProfessionalDevelopment/Documents/learningandteaching/Evaluate-Docs/Example-SEM-Survey.pdf>. Schools can also add up to 3 additional questions.

Scoring of Questionnaires

Occasionally a student will tell us that they have completed a questionnaire but misunderstood the scoring system. Usually this means that they meant to give positive scores but because they didn't read the questionnaire carefully have ended up giving negative scores. These mistakes cannot be changed in the system and it is therefore important that you complete the questionnaire carefully. Please note that the scoring system never changes and is the same for all questions.

**Strongly
Agree**
☺

Agree

Neutral

Disagree

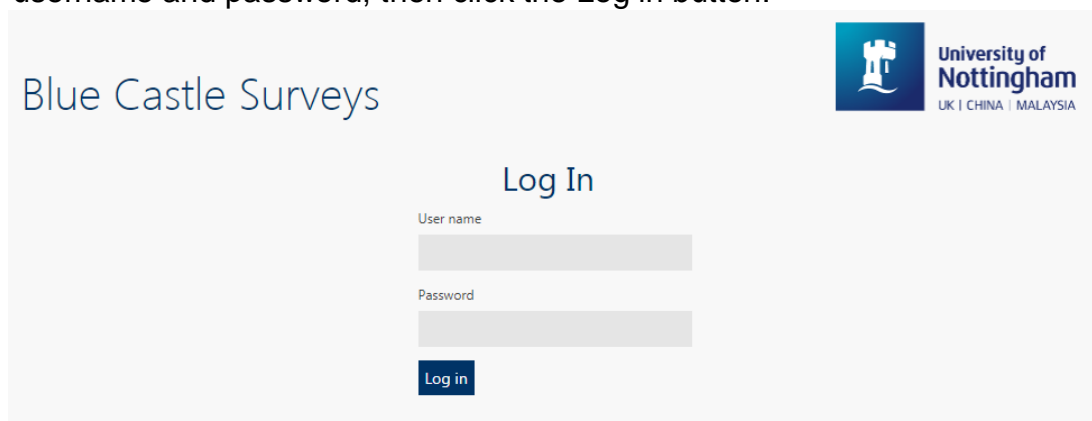
**Strongly
Disagree**
☹

Logging in to Blue Castle

Type:

- <https://bluecastle-uk-surveys.nottingham.ac.uk> if in the UK
- <https://bluecastle-cn-surveys.nottingham.ac.uk> if in China
- <https://bluecastle-my-surveys.nottingham.ac.uk> if in Malaysia

into your browser and you will be presented with the Blue Castle login screen. Enter your University username and password, then click the Log in button.



The login screen features the 'Blue Castle Surveys' title on the left and the University of Nottingham logo on the right. The logo includes the text 'UK | CHINA | MALAYSIA'. In the center, there is a 'Log In' heading followed by two input fields labeled 'User name' and 'Password'. A blue 'Log in' button is positioned below the password field.

Surveys Available

A list of the open surveys that you are available for you to complete is shown, for example:



The 'Surveys Available' section contains a table with the following data:

Module	Survey	Lecturer	Expires	
Ancient Metallurgy: Archaeology and Experiment	SET Survey	Helen Testing	12/09/2015 23:00	Complete Survey
Ancient Metallurgy: Archaeology and Experiment	SET Survey	Helen Testing	08/09/2015 23:00	Complete Survey

Below the table, there is a text prompt: 'If you have been given a PIN by one of your lecturers, please enter it here to access additional surveys (the PIN is not case-sensitive).' This is followed by an input field and a blue 'Submit' button.

The name alongside the SET (Student Evaluation of **Teaching**) survey will show the teacher that you have had for this element of the course. Please provide feedback about their teaching.

The name alongside the SEM (Student Evaluation of **Module**) survey could show the name of a teacher who you are familiar with, or alternatively it could show the name of the 'Module Convenor', who may not be familiar to you. Please don't be put off by this as remember, you are providing feedback about the **Module**, for the purpose of curriculum development and course review and **NOT** about an individual member of staff on this type of survey.

Surveys will only be open for a specific period of time as indicated by the "Expires" column.

To fill-in a Survey click the "Complete Survey" button on the right hand side of the relevant module information.

Answering Survey Questions

Provide your answer to the question based on the rating scale where Strongly Agree is a positive response and Strongly Disagree a negative response



Please be careful when answering the questions. Read the question(s) and then provide your feedback by selecting the appropriate radio button. Once you have submitted your feedback you **will not** be able to go back and change your answers.

SET Survey from Helen Cowley

Please complete your questionnaire. The scores and constructive feedback you submit are valued highly by your school or department and will be used to help improve modules and teaching. Your responses will remain anonymous, but any negative personal or abusive comments will be deleted.

Survey Notes:

Please answer the following questions. Questions marked with a "*" are mandatory.

1) Helen Cowley is good at explaining things. *

Strongly Agree Agree Neutral Disagree Strongly Disagree

☐ ☐ ☐ ☐ ☐

2) Helen Cowley's sessions are well structured. *

Strongly Agree Agree Neutral Disagree Strongly Disagree

☐ ☐ ☐ ☐ ☐

3) Helen Cowley is approachable. *

Strongly Agree Agree Neutral Disagree Strongly Disagree

☐ ☐ ☐ ☐ ☐

Once you have completed a survey you will then be returned to the "Surveys Available" page and a "Thank You" message will be displayed.

Surveys Available

Thank you for completing the survey!

Module	Survey	Lecturer	Expires	
Ancient Metallurgy: Archaeology and Experiment	SET Survey	Helen Testing	08/09/2015 23:00	Complete Survey

If you have been given a PIN by one of your lecturers, please enter it here to access additional surveys (the PIN is not case-sensitive).

[Submit](#)

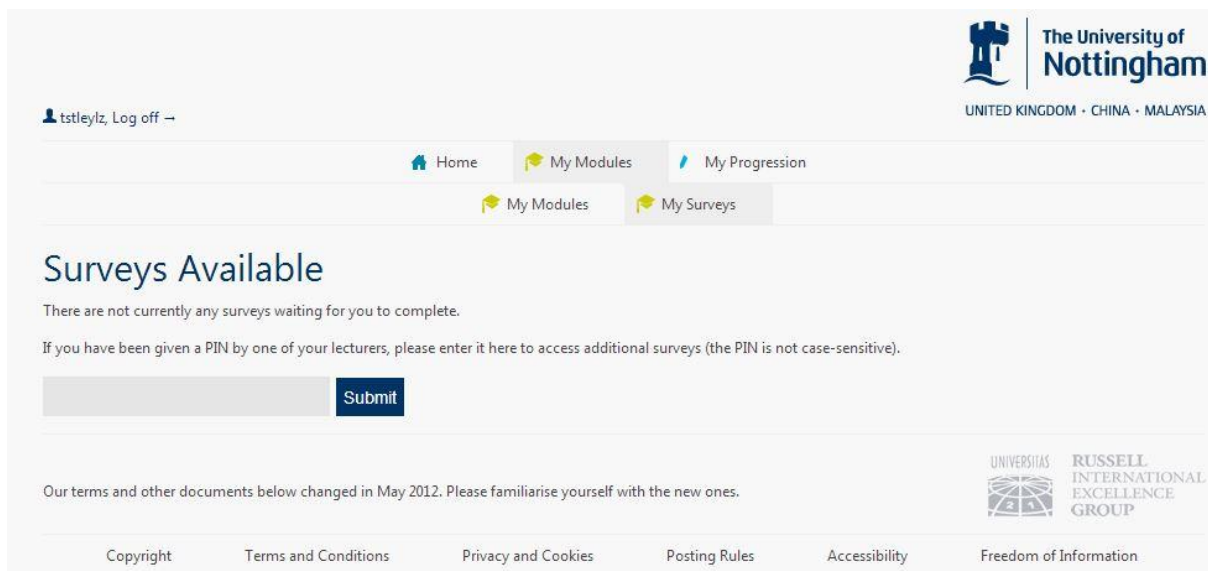
Any other surveys you are required to complete will also be displayed.

Using a PIN to complete a Survey (Bespoke Surveys)

Surveys can also be created which aren't associated with a specific University module or where the teacher only teaches a proportion of the students registered on the module. To complete these bespoke surveys you need to enter a PIN (Personal Identification Number).

This PIN will be provided to you by your School / Lecturer.

1. Log in to Blue Castle
2. Type the PIN into the box underneath the text "If you have been given a PIN by one of your lecturers, please enter it here to access additional surveys (the PIN is not case-sensitive)".
3. Click the "Submit" button.
4. You will then be presented with the survey(s) associated with the PIN.
5. Click on to the "Complete Survey" button.



The screenshot shows the Blue Castle interface for The University of Nottingham. At the top right is the university logo and name, with locations listed as UNITED KINGDOM • CHINA • MALAYSIA. Below this is a navigation bar with links for Home, My Modules, and My Progression. A secondary bar shows My Modules and My Surveys. The main heading is 'Surveys Available', followed by the message: 'There are not currently any surveys waiting for you to complete. If you have been given a PIN by one of your lecturers, please enter it here to access additional surveys (the PIN is not case-sensitive)'. Below this is a text input field and a 'Submit' button. At the bottom, there is a footer with a notice about terms and conditions changes in May 2012, and a row of links: Copyright, Terms and Conditions, Privacy and Cookies, Posting Rules, Accessibility, and Freedom of Information. Logos for Universitas and Russell International Excellence Group are also present.

Once you have completed the survey you will then be returned to the "Surveys Available" page and a Thank You message will be displayed.

Any other surveys you are required to complete will also be displayed.

For more information see the Code of Discipline:

<https://www.nottingham.ac.uk/accommodation/documents/codeofdiscipline.pdf> and

the Code of Practice for users of the University computing facilities:

<https://www.nottingham.ac.uk/it-services/documents/about/codeofpracticeforuniversitycomputingfacilities.pdf>