



Student Life Studies

Paper Survey Directions

- Do not use a form that has DRAFT above the code box. There should be a code number that identifies the survey. Please contact Student Life Studies if you have received a final version with DRAFT above the code box.
- The survey can be copied back-to-back (if more than one page), on white or light colored paper. If the survey is more than one sheet of paper, it can be stapled, but avoid stapling the black squares. Please make sure that the pages all have the text facing the same direction and that your printer does not flip every other page. If the pages have different orientations, our scanner will not read the responses.
- Do not hole punch the surveys for 3-ring binders. When pages are ripped out of notebooks, torn pages causes problems when they are scanned.
- **THE COPIES NEED TO HAVE THE FOUR BLACK SQUARES AND THE CODE BOX INTACT** for accurate scanning purposes. Surveys not in good condition will be returned to the organization to be manually copied onto acceptable scannable forms.
- When distributing the survey, please remind people to complete it with **BLUE or BLACK ink** (we found those work best to make dark enough marks) and print legibly. The scanner will pick up only writing within the boxes or on the line, and only marks within the circles/squares will be read. Circles do not have to be completely filled in, but there does need to be a definite mark within the circle.
- Before returning the completed surveys to Student Life Studies, do a thorough check to be sure that people have “✖”ed, “✓”ed or filled in the circles. If they have completely missed a circle with their mark, have made very light marks, or have used highlighter, please fill the circle in with a **BLUE or BLACK ink**, otherwise the scanner will not read it. Please stack the evaluations so they are facing the same way. Remove any blank forms.
- When turning in the evaluation, please provide the following information (see Survey Return Checklist):
 - Your name.
 - Your e-mail address and phone number.
 - Your organization.
 - The date(s) the survey was distributed and collected.
 - The title and date of the event if program or conference.
 - The approximate number of people who attended.
 - The number of people who received an evaluation (if different than above).
 - When you need the information returned to you (if you have a deadline). Please allow at least 4 weeks from the date we receive the final survey.
- Bring surveys to 222 Koldus during business hours.