Learner Evaluation of Unit (LEU) surveys
S2 2022

In accordance with the University's Unit Monitoring and Grade Ratification Policy, Learner Evaluation of Unit (LEU) surveys will be administered this study period. All coursework units, including Master of Research units, are to be surveyed. Surveys will be automatically scheduled in accordance with the TEDS survey calendar.

Survey Questionnaires

Two types of unit questionnaire are in use, the standard "LEUS" survey, and the extended "LEUX". The differences between these two instruments, and the circumstances where each is used are detailed at the foot of this email. Screenshots of each instrument can be viewed by clicking the following links: LEUX, LEUS.

Response rates

Tips on how to get a useful response rate for your surveys are provided at the foot of this email but the key actions that are known to improve response rates at Macquarie are:

- Administer the survey in class - this is now mandated in the Student Survey Policy and is the single most effective step you can take towards receiving sufficient responses. That policy states "Student participation in Institutional Learning and Teaching Surveys will be maximised by ensuring that students are given the opportunity to complete surveys during scheduled class time (on campus or online) where applicable."
- Let your students know now, and remind them closer to the survey start date, that a survey is coming and that you value their input.

Student communications

Emails will be sent to students when the surveys open; these emails will contain single use click links to the questionnaire. In addition, a link to the questionnaire on the students' iLearn Home page will become active when the survey opens.

Unit Convenor communication

Unit Convenors have already been notified about the commencement of the survey period and will receive another email a week before the surveys open, to remind you of what you can do to promote student engagement in your surveys. You will also receive a notification when the invitations are sent to students.

Small unit exceptions

Some units with low enrolment (<5 students) may be exempt from surveying. As we cannot publish results for surveys with fewer than 5 responses, there is no value in surveying these units, unless the unit has multiple availabilities that could be combined to provide publishable results. Convenors of units that are not surveyed will be provided with a Quick Guide for obtaining and documenting student feedback using other
methods, which can also be used to complete the Unit Monitoring and Grade Ratification procedure at the end of the study period.

In particular, check unit availabilities with <5 enrolments where this is the only availability for that unit code in the current study period, and inform TEDS of any such unit that could be combined with any other unit offering (e.g. a co-taught unit) for reporting purposes, in which case we will schedule a survey for that unit.

**Survey questionnaires**

Each unit has been allocated either a Standard or Extended LEU (LEUS or LEUX). LEUX is the default survey questionnaire. An LEUX questionnaire will only be scheduled in the following circumstances:

1. the unit has not previously been surveyed with the LEUX
2. the unit has had an Action Plan implemented
3. the unit will be reviewed in the following year
4. the unit owner (Faculty/Department/MUIC) requests an LEUX survey [Unit owner decision]

In general, if an LEUX is allocated for reasons (1) or (2), the unit owner may elect to do an LEUS instead. This decision might be made if another offering (i.e. availability) of the unit has recently undertaken an LEUX, or if the LEUS is considered adequate for gaining student feedback on changes made in accordance with an Action Plan. If you think this applies to your unit, please discuss this with your Head of Department (or equivalent).

**Getting acceptable response rates**

Note that the Student Survey Policy Section 2 (13) requires students to be given the opportunity to complete surveys in class (online or on campus), where the unit has scheduled classes. Where possible, it’s best to do this in tutorials rather than in lectures.

Here are some easy ways to start right now to engage students in providing you with feedback, to prepare them for completing the LEU and other student feedback surveys later in the session.

- Let students know that they will be invited to do a feedback survey later on in the session.
- Tell them about how you and/or your teaching team and other colleagues have used student feedback to enhance your units and/or teaching (give examples).
- Seek their feedback informally on a weekly basis, using interactive tools like polls, minute papers and chat channels.
- Explain clearly to them when you are giving them feedback (individual or collective), about their progress and performance in learning activities and assessment tasks, and remind them that they will have their chance to give you feedback later on.

**Questions?** Contact Teaching Evaluation for Development Service: teds@mq.edu.au