

AURORA COLLEGE

POLICY

The College shall provide the opportunity for each student to complete a final evaluation on each course and workshop.

PRINCIPLES

1. Aurora College recognizes its responsibility to provide quality instruction and delivery.
2. The College recognizes that student feedback on course instruction and delivery assists in improving the quality.

PROCEDURES

1. At the end of each course/workshop, the student shall be requested to complete the approved College student course evaluation at the end of each activity.
2. The completed student evaluation forms will be collected by the Program Manager or designate who will then;
 - place the forms in an envelope
 - seal the envelope
 - give envelope to the Program Manager
3. A summary of the information from the student evaluation forms shall be given to the instructor with a copy to the Director or designate following submission of final marks.
4. The Instructor and Program Manager or designate shall meet to discuss the feedback and formulate a plan of action if required.