

Instructions & Procedures for Using Scan Forms

Scan forms are available for evaluations. If they meet your needs, they are a great resource – saving you a lot of time and effort.

Like any resource, you'll reap maximum benefit by using scan forms correctly. **This module covers basic instructions and easy-to-follow procedures for using scan forms.**

Failure to follow copy instructions or procedures correctly typically lead to the forms losing their ability to be scanned – which means they will be sent back to you **unprocessed**.

- Remember, Organizational Development processes scan forms.
- It does **not** provide data input services for non-scannable survey forms that you develop yourself.
- Do **not** send non-scannable forms to Organizational Development.
- Data from non-scannable forms can be entered using Excel and tabulated using EZAnalyze. See details [here](#).



Where can I access the scan forms?

You can browse scan forms by content area by clicking on “Download Forms” under “Ready-to-Use Scan Forms for Evaluation”

OR . . .

the direct link on Organizational Development’s web page is:
<http://od.tamu.edu/evaluation/scan-forms/download-forms/>

Once I get to the download section, then what?

It's easy, here's the process:



- First select the form you want to use (it will be in PDF format).
- If the form is ready to use, simply print a copy **or** if the form allows you to enter your own items, type those in first and then print (*items not saved for later use*).
- Make as many copies of the form as you need (*more on how to copy later*).
- Send the completed forms and a cover sheet to Organizational Development (*More on the cover sheet later. If desired, review your comments or make a copy of your forms to capture your comments before mailing them.*)
- Organization Development will log in and scan your forms; then run the numbers for you.
- You should receive your results via e-mail within a few weeks.
- You're ready to make use of your evaluation (write an interpretation, report to stakeholders, make adjustments to your program, etc.).



Are there options for copying the forms once I've downloaded and printed one? Yes.

AgriLIFE EXTENSION Texas A&M System
Texas AgriLife Extension Service
Participant Satisfaction Survey

MARKING INSTRUCTIONS
 CORRECT: INCORRECT:

Your views on the quality and effectiveness of Extension programs are extremely important. Please take a few minutes to tell us about your experience with this activity. Your answers to the following questions will help us better meet your needs. **Please do not write your name on this form so that your responses are anonymous.** Thank you!

1. Overall, how **satisfied** are you with this activity?
 Not at all Slightly Somewhat Mostly Completely

2. How **satisfied** are you with the following aspects of the activity?

Content	Not at all	Slightly	Somewhat	Mostly	Completely
a. Information being clearly explained to me	<input type="radio"/>				
b. Adequacy of information	<input type="radio"/>				
c. Information being easy to understand	<input type="radio"/>				
d. Completeness of information given	<input type="radio"/>				
e. Timeliness of information (being received in time to be useful)	<input type="radio"/>				
f. Usefulness of the information in decisions about your own situation	<input type="radio"/>				
g. Relevance of the examples used	<input type="radio"/>				
h. Quality of course materials	<input type="radio"/>				
Instructor(s)					
i. Instructor's knowledge/level of subject matter	<input type="radio"/>				
j. Instructor's teaching/communication abilities	<input type="radio"/>				
k. Instructor's organization/ preparedness	<input type="radio"/>				
l. Instructor's response to questions	<input type="radio"/>				
Facilities					
m. Physical setting's contribution to ease of learning and participation	<input type="radio"/>				

3. What did you like **most** about this activity?

4. What did you like **best** about this activity?

5. Would additional information in this subject area be useful to you?
 Yes, I would like more information on
 No, I have adequate information

Please continue on the other side. 8889293212

6. Do you plan to take any actions or make any changes based on the information from this activity?
 Yes No Not sure

If "no" or "not sure," which of the following best describes why? (select one only)
 Information was not applicable or relevant to my situation
 Information was relevant to my situation but taking no action is the best or most appropriate decision at this time
 Need more information (or research further) before making a decision on action or changes
 Just wanted the information - had no particular plans to implement
 Something else

7. Do you anticipate **benefiting economically** as a direct result of what you learned from this Extension activity?
 Yes No

8. In the past 12 months, how many other Extension educational activities have you participated in? → If "0," was this your first time as a participant in an Extension educational activity as an adult? Yes No

9. Would you recommend this particular activity to others? Yes No

10. Would you attend an activity on another subject offered by Extension if it addressed a specific need or interest of yours? Yes No

11. Overall, how **valuable** to you is the information and programs provided by Extension?
 Not at all Slightly Somewhat Quite Extremely

12. You are: Male Female

13. Your age? 18-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70-74 75+

14. Place of residence?
 Farm or ranch
 Rural area, not a farm / ranch
 Town under 10,000
 Town or city between 10,000 and 50,000 persons
 City between 50,000 and 250,000 persons
 City over 250,000 persons

15. Highest level of education obtained?
 Some high school or less
 High school graduate or GED
 Unskilled or technical degree
 Some college
 Bachelor degree
 Post-graduate degrees

16. Racial / Ethnic background?
 African American (non-Hispanic)
 Asian American
 Hispanic
 Native American
 White (non-Hispanic)
 Other

THANK YOU! 9392093212

Should I copy pages front and back or front-only?

A two-page form can be copied – front side only – as two separate pages as you see above but . . .

please copy a two-page form, front and back, on a single sheet of paper. This avoids multiple pages and need for staples which are problematic to remove before scanning. Saves paper too.

Can I use colored paper?

White works best but you can use lightly colored paper. Colored paper can help distinguish pre and post test forms or surveys given to different groups of participants.

What colors can I use?

Use light colors such as . . .



Are there procedures for copying a form correctly?

Yes, Yes, Yes!

- The forms must be copied as they are designed. Letter size forms must be printed and copied full letter size. Do not enlarge or reduce the size of the copy.
- It's a full size copy if all four cornerstones are close to the corner of the paper (within an inch).
- The forms must be copied such that all four cornerstones are fully intact (not cut off).
- Forms cannot be interchanged to create a new form (i.e., page 1 of a survey copied with page 2 of a different survey).
- Forms cannot be altered using the copier (i.e., moving questions, covering up questions, etc.).
- If someone else will be copying forms for you, be sure they go through this module first.
- **Failure to follow these procedures (or if the forms are not scannable for any other reason) will result in Organizational Development sending the forms back to you unprocessed.**



"Now I have to enter my own data!"

Examples of scan forms that work vs. those that don't

AgriLIFE EXTENSION Texas A&M System
Texas AgriLife Extension Service Participant Satisfaction Survey
 Your views on the quality and effectiveness of Extension programs are extremely important. Please take a few minutes to tell us about your experience with this activity. Your answers to the following questions will help us better meet your needs. Please do not write your name on this form so that your responses are anonymous. Thank you!

MARKING INSTRUCTIONS
 CORRECT INCORRECT

1. Overall, how **satisfied** are you with this activity?
 Not at all Slightly Somewhat Mostly Completely

2. How **satisfied** are you with the following aspects of the activity?

Content	Not at all	Slightly	Somewhat	Mostly	Completely
a. Information being <u>what you expected</u> to receive	<input type="radio"/>				
b. <u>Accuracy</u> of information	<input type="radio"/>				
c. Information being <u>easy</u> to understand	<input type="radio"/>				
d. <u>Completeness</u> of information given	<input type="radio"/>				
e. <u>Timeliness</u> of information (being received in time to be useful)	<input type="radio"/>				
f. <u>Usefulness</u> of the information in decisions about your own situation	<input type="radio"/>				
g. <u>Relevance</u> of the examples used	<input type="radio"/>				
h. <u>Quality</u> of course materials	<input type="radio"/>				
Instructor(s)					
i. Instructor's <u>knowledge level</u> of subject matter	<input type="radio"/>				
j. Instructor's <u>speaking / presentation abilities</u>	<input type="radio"/>				
k. Instructor's <u>organization / preparedness</u>	<input type="radio"/>				
l. Instructor's <u>response to questions</u>	<input type="radio"/>				
Facilities					
m. Physical setting's contribution to <u>ease of listening and participation</u>	<input type="radio"/>				

3. What did you like **most** about this activity?

4. What did you like **least** about this activity?

5. Would additional information in this subject area be useful to you?
 Yes, I would like more information on
 No, I have adequate information

Please continue on the other side. 858093125

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d. <u>Completeness</u> of information given	<input type="radio"/>				
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h. <u>Quality</u> of course materials	<input type="radio"/>				
Instructor(s)					
i. Instructor's <u>knowledge level</u> of subject matter	<input type="radio"/>				
j. Instructor's <u>speaking / presentation abilities</u>	<input type="radio"/>				
k. Instructor's <u>organization / preparedness</u>	<input type="radio"/>				
l. Instructor's <u>response to questions</u>	<input type="radio"/>				
Facilities					
m. Physical setting's contribution to <u>ease of listening and participation</u>	<input type="radio"/>				

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Facilities					
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3. What did you like **most** about this activity?

4. What did you like **least** about this activity?

5. Would additional information in this subject area be useful to you?
 Yes, I would like more information on
 No, I have adequate information

Please continue on the other side. 858093125

Standard Customer Satisfaction Form –
 A letter-sized form copied correctly to full letter size.
This works.

Standard Customer Satisfaction Form –
 a letter-sized form copied incorrectly as less than full
 size. Note cornerstones are not close to the corners.
This does not work.

Standard Customer Satisfaction Form –
 a letter-sized form copied incorrectly because
 cornerstones at top are cut off. **This does not work.**

What's the cover sheet?

- Be sure to complete the cover sheet for any and all surveys you send in (it's required). The cover sheet is another scannable form.
- There is only one cover sheet now – the universal cover sheet (seen here)
- The cover sheet tells us who sent the forms, the unit or county number, title of the event, date of the event, and other important information. It lets us to keep track of your surveys and allows or grouping of results by person, county, region, and state.

**Universal Cover Sheet for All Scan Forms**

Please complete all fields in the first two sections and use uppercase print to write letters (i.e., ABC). Thank you!

Extension Faculty

Last Name:

First Name:

County / Unit Number: (refer to the Personnel Directory for your county number / unit number)
if a multi-county event, please include the other counties here:

About the Activity

Title of the Activity:

TEXAS Plan Number: TEXAS Task Number: Date of Activity: / /

Type of Plan: Outcome Output Organizational support

How many individuals attended this event? (Please enter an exact number even if you can only provide a best estimate)

What type of activity was conducted?

<input type="radio"/> Field Day / Tour	<input type="radio"/> State Goal:
<input type="radio"/> Demonstration	<input type="radio"/> Goal 1 (Health, Safety & Well Being)
<input type="radio"/> Group educational event	<input type="radio"/> Goal 2 (Environmental Stewardship & Natural Resources)
<input type="radio"/> Workshop	<input type="radio"/> Goal 3 (Economic Competitiveness, Viability & Stability)
<input type="radio"/> Other	<input type="radio"/> Goal 4 (Life Skills & Leadership)

Is economic benefit for the participant one of the explicit goals of the program? Yes No
(Note: if left blank, this will be coded as "no")

Office Use Only

Batch number: Online: Form number:

MAIL FORMS AND THIS COVER SHEET TO:
Paul Pope
Organizational Development
229 Scoates Hall, TAMU MS 2116
College Station, TX 77843-2116

4918068117

What can I do to maximize the accuracy of my results?

Four things . . .

1. Refer participants to the marking instructions on the form. Fully marked bubbles work best. This will minimize or eliminate the need to do clean-up as described below (see 3.).

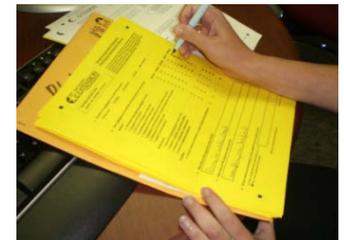


2. Black or blue pens make the most readable marks. Pencil is OK but light marks can be missed.
3. After the forms have been collected, review the forms and fill-in any stray marks before sending them to Organizational Development.

These marks will likely be missed:



Fill-in like this :



4. Review and follow the recommendations in the publication "Administering Survey Forms" on Organizational Development's web page to maximize your response rate.