



Institutional Testing and  
Evaluation Office

## EVALUATION OF SENIOR HIGH SCHOOL COURSES (Manila Campus)

### **Rationale:**

Implementation of course evaluation is important as it provides students' feedback about the faculty and different aspects of the course for teacher's professional growth, better student outcomes, and course improvement. It provides timely and constructive feedback to teachers in order to improve their quality of instruction and to ensure accountability for classroom performance.

### **Principles:**

1. Equity and fairness should be upheld in the evaluation process.
2. The course evaluation process should not be used in a punitive, retaliatory or discriminatory manner. Rather, it should provide faculty with constructive comments to help them develop professionally and to make improvements in their teaching performance.
3. Course evaluation results should be treated as private and confidential information.

### **Policies:**

1. Course evaluation is conducted every trimester.
2. Course evaluation is based on the subjects offered for the term.
3. All core subjects are included in the evaluation. Each core subject will be evaluated by three (3) sections, which will be selected randomly.
4. Applied subjects and specialized subjects are also included in the evaluation, each of which will be evaluated by at least one (1) section.
5. Homeroom, Christian Living, and Physical Education subjects and Club/Organization are excluded from the evaluation.
6. Each section shall evaluate at least one subject every term.
7. Course evaluation results will not be used as basis for faculty members' promotion or remuneration.



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8. The list of classes with the assigned faculty members, sections, and room assignments will be obtained from the Office of the Director for Senior High School.

**Procedures:**

Evaluation Procedures:

1. Faculty members whose class was randomly selected for course evaluation will be informed about the inclusion of their class in the evaluation through email notification.
2. The course evaluation will be conducted online at the computer laboratories during Homeroom or EmTech (Empowerment Technologies) class schedule. Homeroom advisers and EmTech teachers will be requested to allow their students to do the evaluation at the computer laboratories on a specified date.
3. The course evaluation will be conducted online through the My.Lasalle (MLS) portal. Upon log-in to the account, the student will be automatically prompted by the system to accomplish the evaluation. This prompt (pop-up message) will continually appear on the MLS page until the student has finished the evaluation for all his/her faculty members.
4. The online evaluation facility will be available for two (2) weeks.
5. The evaluation results shall be released to the following:
  - 5.1 In electronic form:
    - Principal, Integrated School
    - Faculty Concerned
  - 5.2 In printed form:
    - Vice Chancellor for Academics
    - Principal, Integrated School
    - Department Chair
    - Faculty concerned