STUDENT COURSE EVALUATIONS

(a)- Background: To increase subsequent course effectiveness and to assess student satisfaction with each particular course materials and course instructors, where applicable, written evaluations should be solicited from students for each offering at the conclusion of the course. Because most courses taken by CRTPs provide credit for both CTEC and IRS requirements, the student course evaluation must include information required by both the IRS and CTEC.

(b) - Minimum Content:

   (1) Pre-entered Information: Each evaluation form shall include the following pre-entered information:

   (A) CE or QE provider name

   (B) CTEC issued course number

   (C) IRS issued course number (if applicable).

   (2) Student Information:

   (A) Student's name **(OPTIONAL)**

   (B) Date(s) course was delivered (date the student passed the final examination in the case of self-study courses).

   (3) Student Evaluation Entries: Each course evaluation shall include the following IRS/CTEC-required entries to allow the student to provide evaluative feedback related to the course by assigning a number grade using a 1-5 scale, with 5 being the highest[1].

   (A) Were stated learning objectives met?

   (B) Were course materials accurate and relevant, and did they contribute to the achievement of the learning objectives?

   (C) Was the time allotted to learning adequate?

   (D) Were the facilities/equipment appropriate?

   (E) Were the course syllabus or handout materials satisfactory?

   (F) Were the audio and video materials effective?

   (G) If applicable, were individual instructors knowledgeable and effective?

   (H) For self-study courses, number of hours it took to complete the course?

(c) - Sample Format for Evaluations: See Form CTEC-007.

(d) - Use of Evaluations: Curriculum providers should periodically review evaluation results to assess course effectiveness and inform, as appropriate, course developers and instructors of evaluation results, and take steps to correct any deficiencies. For distance learning courses, also use the evaluations to determine the length of time required by a student to complete the course. If the average completion time is less than the hours being awarded, immediately take steps to either:

   (1) Adjust the hours to that of the average completion time; or

   (2) Increase the course content so that the average completion time mirrors the credits awarded.

(e)- Retention of Evaluations: Any student evaluation received by the provider must be made available to the IRS or CTEC on request.[2] The retention period for evaluations is the same as specified in CP19(i) for other student records.

[1]IRS CE Standard No. 9 (See sample Form https://www.irs.gov/pub/irs-utl/sampleevaluationform.pdf)
[2]Revenue Procedure 2012-12 Sec 5.02(1)(b)(11)

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Responsibility: Curriculum Provider Standards Committee