PROCEDURE
STUDENT OPINION SURVEY

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PROCEDURE FOR SURVEYING STUDENT OPINIONS

I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose

Regulations outlining the steps to be taken in conducting surveys of students after graduation. The purpose is to receive feedback from students regarding the content, curriculum, and quality of training, in order to promptly understand the situation of teaching, learning, and services provided by the school, and to make timely additions and adjustments to meet the needs of students. Education, employment needs.

2. Scope of application:

- This process applies to students after graduation.

II. DEFINITIONS AND ABBREVIATIONS
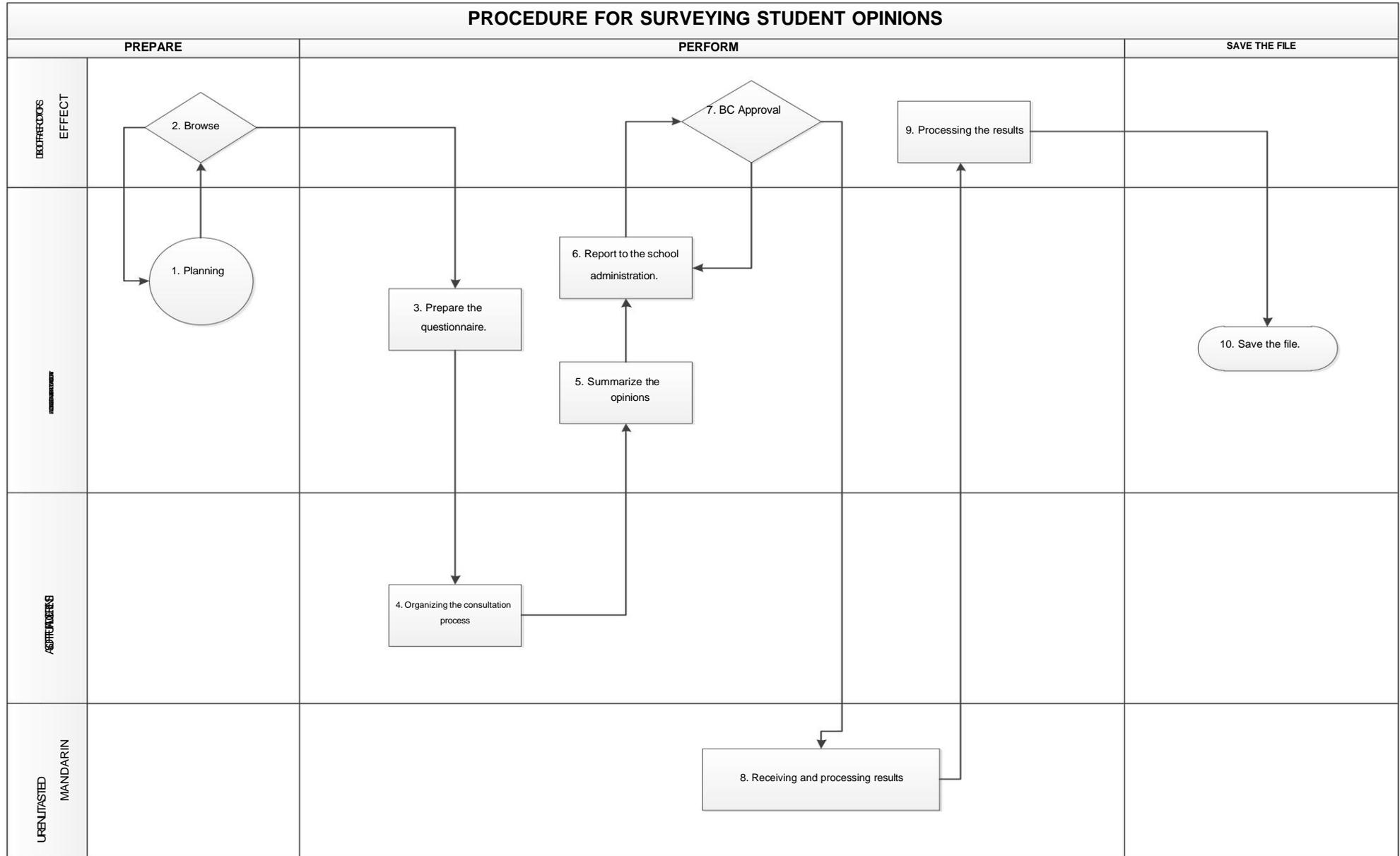
1. Definition:

2. Abbreviations:

QT	Procedure
GVCN	Homeroom teacher
ÿV	Unit
HSSV	Students
P.CTHSSV HT	Student Affairs Office
	Principal
Results	Result
KH	Plan

III. FLOWCHART (See page 3)

IV. SPECIFICATION (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1	Survey plan	
2	Survey form	
3. Synthesize opinions		
4 Reports		

PROCEDURE FOR SURVEYING STUDENT OPINIONS

PREPARE	PERFORM	SAVE THE FILE

EFFECT

2. Browse

1. Planning

3. Prepare the questionnaire.

7. BC Approval

6. Report to the school administration.

5. Summarize the opinions

9. Processing the results

10. Save the file.

4. Organizing the consultation process

MANDARIN

8. Receiving and processing results

No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Form
1. Planning		Plan to conduct a survey of people's opinions. Students' performance by topic	Information Technology Department Quality Assurance	Department, Homeroom Teacher	Implementation plan presently	
2 Browse		The principal approves the plan.	Principal	Information Technology Department Quality Assurance	The plan is approve	
3	Prepare questionnaire	Questionnaire design	Information Technology Department Quality Assurance	Department, Homeroom Teacher Print questionnaire		
4	Consultation organization ants	Gather students to get their opinions.	Information Technology Department Quality Assurance	Department, Homeroom Teacher	Opinions of HSSV	
5	Summary of ideas ants	Compilation of student opinions categorized by topic. topic	Information Technology Department Quality Assurance		Summarize the opinions of HSSV	
6	Report to the school administration	Report the opinions of the students to the school administration.	Information Technology Department Quality Assurance	Board of Directors	Feedback report of students	
7. Review the report		The school administration approves the content in the newspaper. urine	Principal	Information Technology Department Quality Assurance		
8	Receive notifications	Receive a summary of the opinion survey results. of students	Relevant units	Information Technology Department Quality Assurance	Departments and the relevant department received information	
9	Receive, process result	The human resources departments handle student feedback. relate to	Departments and divisions	Information Technology Department Quality Assurance	Opinions processed	
10. Processing the results		The school administration met directly with the departments and faculty. relevant staff to process survey results	Board of Directors	Department, relevant teachers	Opinions processed	
11. Save the file.		Forms, opinion summaries, and other documents. compiled into a file	Information Technology Department Quality Assurance		set of documents	