Electronic Course Evaluation (eCE) Guide
ABOUT COURSE EVALUATION

1. Objective of Course Evaluation

As a student of SIM University (UniSIM), you are invited to give your feedback on academic provisioning, programme administration and facilities. This is a bi-annual exercise which helps us to assess the overall success of the programme and improve our level of service to students.

2. Electronic Course Evaluation (eCE)

eCE is a feature in the UniSIM Student Portal. To access and submit your eCE online, login to the Student Portal via [http://www.unisim.edu.sg](http://www.unisim.edu.sg). The eCE exercise is conducted jointly with the Electronic Course Registration (eCR) exercise.

Students will complete the evaluation for the course(s) they are currently enrolled before proceeding to submit their course registration for the next semester.

COMPLETING THE eCE

1. Workstation Configuration

You should have a PC with Internet connectivity running on compatible web browsers. The recommended browsers are as below:

- Internet Explorer 7.0
- Internet Explorer 8.0
- Internet Explorer 9.0
- Firefox 16.0
- Chrome 20

2. Logging in to eCE

- Student Portal -> e-Services -> e-Course Evaluation

Note: If the login attempt is unsuccessful, you will be prompted to re-enter your User ID and/or password. If you take more than 20 minutes to complete the evaluation, please respond to the prompt to continue if you need more time, otherwise your session will be logged out.

If you have problem logging into the portal, you may request to reset your password via the Student Portal login page. If you still encounter problems, kindly contact Student Support at 6248 9111 (Option 1) or email us at students@unisim.edu.sg for further assistance.

Our operating hours are:
- Mondays to Fridays - 8.30am to 7.30pm
- Saturdays - 9.00am to 1.00pm
TO SUBMIT YOUR eCE

• From the Student eService screen, click on "e-Course Evaluation" on the left navigation menu:
Once you click on “e-Course Evaluation” from the navigation menu, you will be greeted by a Welcome message and the list of surveys you are required to attempt:

To launch the eCE form, click on the surveys that you would like to evaluate as shown above.

You will have to complete evaluation for the programme and all course(s) before proceeding with eCR for the next semester. Do make sure that the ‘pending submission’ status changes to ‘submitted’ upon successful submission after the evaluation.

Note:
If the course(s) shown is incorrect, kindly contact Student Support at 6248 9111 (Option 1) or email us at students@unisim.edu.sg.

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The evaluation questionnaire consists of two parts – Survey for Programme and Survey for Courses.

i. Survey for Programme

- Complete the evaluation questionnaire by clicking on the response of your choice.
- You may fill in any additional remarks in the ‘Comments’ box provided, up to a maximum of 1000 characters.
- You are only required to complete the Survey for Programme form once (regardless of the total number of courses that you are taking).
- All evaluation submissions are anonymous. Please include your name and student PI number in the ‘Comments’ section if you would like us to respond to you on specific issues raised.
- Click ‘Submit’ at the bottom of the page to continue.
ii. Survey for Course

• Complete the evaluation questionnaire by clicking on the response of your choice.
• You may fill in any additional remarks pertaining to the course in the ‘Comments’ box provided, up to a maximum of 1000 characters.
• You are also required to evaluate your instructor(s).
• You may fill in any additional remarks pertaining to your instructor(s) in the ‘Comments’ box provided, up to a maximum of 1000 characters.
• All evaluation submissions are anonymous. Please include your name and student PI number in the ‘Comments’ section if you would like us to respond to you on specific issues raised.
• Click ‘Submit’ at the bottom of the page to continue.

Once you have completed all the evaluation forms, you may now proceed to do your eCR submission.

Note:
If you are taking more than one course, you do not need to complete the evaluations for all the courses you are taking in one session. However, you will be required to complete all evaluations before you can proceed to do your eCR submission.

If you have any queries on eCE, kindly contact Student Support at Tel: 6248 9111 (Option 1) or email us at students@unisim.edu.sg.

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~Thank you for your eCE submission and we wish you all the best in your studies!~