**Appendix D: Module Evaluation Policy**

**Responsibility**

The Dean has final responsibility for ensuring a valid return rate of at least 70%.  The operational requirements for the selection of module questions, issue, collection of data and circulation of results may be delegated to a named responsible person (for example an Associate Dean (Teaching and Learning) or a Quality Manager in the School).  The responsible person will ensure that the School has a system which:

* ensures module evaluation is undertaken, either electronically or in paper form, during a timetabled class session.
* ensures robust processes for identifying well in advance which timetabled session will include the module evaluation completion
* ensures robust, auditable processes for the collation and dissemination of module evaluation outcomes
* ensures all questionnaires are completed anonymously by students. Staff should be mindful of student privacy whilst the forms are being completed and that students have the right to refuse to complete module evaluations
* ensures the results of all module evaluations and clear, time limited systems for producing action plans in response to module evaluations where any question receives a score below 4.00 are presented to:
* Course and module teams
* School SMTs
* Student representatives (for example, through course committees, or by publishing outcomes on the student panel log).

**Timing of module evaluation**

Module evaluation must be run annually.  Schools may run timetabled sessions as they choose and should take into account the nature of module delivery.

**Content of module evaluation questionnaire**

The module evaluation questionnaire (below) will include no more than 10 questions, plus a general satisfaction question.  Schools may vary the questions under the general headings but should not expand the survey overall.  Schools may use the list below to vary the questions for placement purposes only.

**The Process**

School policy should be clear that module evaluations may be conducted via a paper version or electronic version of the module evaluation questionnaire or a mixture of both where different departments or courses have different preferences.

Schools may run the timetabled session which includes the module evaluation as they choose.  The evaluation may be done as a stand-alone part of the session and the rest of the session taught as normal, or it may be part of a wider qualitative evaluation session in which students and staff participate in focus groups or other forms of discussion about the module.

Where this activity has been delegated to a responsible person, s/he should confirm to the Dean:

* all module evaluation activity for that academic year has been completed
* the overall percentage return rate.

**Module Questionnaire**

**Main Questions**

**Teaching Methods**

**The teaching methods used in this module helped me to learn**

**This module has improved my knowledge and understanding of the subject**

**The module is intellectually stimulating**

**I have had the right opportunities to work with other students as part of the module**

**Assessment**

**The criteria used in marking have been made clear in advance**

**The workload, including assessment, is appropriate**

**Feedback on my work, in relation to this module, has been useful and timely**

**Facilities**

**The rooms for teaching and learning for this module are of a suitable quality**

**Brightspace has made a valuable contribution to my learning on this module**

**I have been able to access module specific resources (e.g. equipment, facilities, software, collections) when I needed to**

**I am satisfied with the overall quality of this module**

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**Placement specific**

**There are sufficient opportunities for students wishing to undertake a placement year**

**The availability and quality of support in relation to this placement has been good**

**I was made fully aware of the placement support offered in the School**

**I was supported by my academic tutors / placement supervisor**

**I was supported by my host organisation/manager whilst on placement**

**The module has been relevant to my course/pathway**

**The placement gave me the opportunity to apply previous course based learning**

**The assessment criteria specified for the placement module were clear**

**Brightspace worked effectively to support my learning and engagement whilst on placement**

**This module helped me gain professional experience**

**This module has helped influence my career decisions and future aspirations**

**The placement gave me the opportunity to acquire and further develop skills and attributes to enhance my employability**