

POLICY

Module Evaluation Policy

Contact Officer

Project Manager (Student Surveys and Quality Enhancement)

Purpose

The policy sets out expectations and principles for student evaluation of modules. The purpose of module evaluation is to enhance the student learning experience in order to make continuous improvements to levels of student satisfaction, engagement, and student success. Obtaining student views on their learning experience, through formal and informal mechanisms, is central to module evaluation.

Overview

The University is committed to being an inclusive and outstanding place at which to be a student. Obtaining student views on their experience, entering into a dialogue about how enhancements can be achieved, and making use of measures of success and satisfaction are all fundamental to the achievement of this commitment.

The University makes use of a range of formal and informal mechanisms for collecting student views; including use of a standardised anonymous end of module evaluation questionnaire, and sets clear expectations for responding to module evaluations.

The term module throughout this policy is taken to apply to course units, where the term module is not used.

Scope

The policy applies to all University of Worcester awards, including those taught through collaborative arrangements at partner organisations, although the precise arrangements for partners may be subject to variation in practice. Module evaluation outcomes should be shared with Link Tutors.

1 The Policy

1.1 The University expects all staff to seek student views on the learning experience of a module at appropriate points, (eg following induction, mid-module, at the end of key sessions), and using whatever mechanisms are deemed appropriate. This is particularly important for modules that are scheduled over the full academic year and to enable immediate adjustments to be made to the module or learning experience where necessary.

1.2 All modules will be formally evaluated each time they are run using a standardised anonymous questionnaire administered towards the end of the module, normally administered through the EvaSys survey system.

1.3 For modules run at partner organisations, an end of module evaluation should take place using a standardised questionnaire and appropriate means of administration. Where EvaSys is used for the administration of module evaluation for a partner organisation, the host Institute will brief partner staff and make clear the process and requirements for completion of module evaluation forms, communications with students and access for partner staff to module evaluation reports.

1.4 Each Institute will have in place robust and effective arrangements for module evaluation, including for reporting on results, making use of outcomes for enhancement planning, and communicating results and responses to students.

1.5 Students will be provided with timely information about the outcomes of module evaluations together with responses to any issues raised. These will normally be published on the VLE within two weeks of the evaluation, and a summary published in the next version of the module outline.

1.6 Institutes will have in place a formal process for reviewing the outcomes of module evaluations, responses and follow-up action plans; guidance is provided to support this.

1.7 Satisfaction rates and response rates for formal end of module evaluations will be monitored centrally, and summary reports provided to Institutes.

1.8 Institute Quality Committees will receive a report on the module evaluation process following each exercise. This should cover, inter alia:

- the effectiveness of the administration
- commentary on number and proportion of module evaluation reports received
- commentary on response rates
- commentary on overall results, e.g. number of modules where overall satisfaction falls below 75% and above 90%
- key issues and any Institute level responses/actions to be taken.

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Related Policies, Procedures, Guidance, Forms or Templates	Module Evaluation - Guidance for Use and Dissemination of Results Module Evaluation Response Form
Policies/Rules Superseded by this Policy	Policy on Student Evaluation of Modules, dated September 2012