

Module Review and Annual Course Monitoring and Update – 2016-17

Operational guidance for storing, uploading and deleting QAR forms

The following guidance should be read in conjunction with the Module Review and Annual Course Monitoring Guidance for Staff

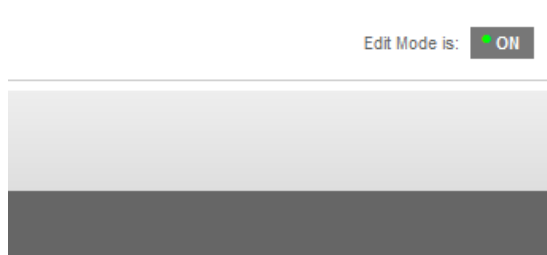
Receipt of completed forms and uploading

On receipt of completed QAR forms, save into relevant Faculty/School/Level/QAR folder on the LTS Quality Review Blackboard site.

https://learn.uea.ac.uk/webapps/blackboard/content/listContent.jsp?course_id= 103238_1 &content_id= 1549030_1&mode=reset

- Go to: *2016-17*
- Select *Data (and forms) for all Schools*
- Find and select your *Faculty*
- Select your *School*
- Select *UG or PGT*

Ensure the Edit site button is switched on (top right):



General guidance about uploading

See the following Blackboard site:

<http://www.uea.ac.uk/blackboard/Blackboard+Essentials> page 14-15

Naming conventions

The naming convention we will use is similar to the format applied to the External Examiner report response forms. This means at the end of the file you add the acronym of whoever last completed their section.

- TL = Team Leader
- MO = Module Organiser
- TD = Teaching Director (including PGT Teaching Directors)
- CD = Course Director
- AD = Associate Dean

Examples:

Stage one completed module review QAR1 forms: Module code, QAR1, TL

i.e. LAW-4001A QAR1 TL

Stage two completed module review forms: Module code, QAR1, MO

i.e. LAW-4001A QAR1 MO

Stage three completed module review forms: Module code, QAR1, completed, TD

i.e. LAW-4001A QAR1 completed TD

Blank or part completed course review QAR2 forms: JACs code i.e. JACS, QAR2 plus acronym of stage last completed by

Examples:

Stage one completed course review QAR2 forms: i.e. M123 QAR2 TL

Stage two completed course review QAR2 forms: i.e. M123 QAR2 CD

Stage three completed course review QAR2 forms: M123 QAR2 TD

The JACS code is held within the route code after the U1 / T1 / T2 etc part. You only need include these four characters.

Please note that as course directors may be responsible for more than one form and wish to report of them as a group, there may be more than one JACS code included.

Blank or part completed QAR3 forms: School acronym, level, QAR3, followed by either TL, TD or AD

Completed course review QAR2 forms: School acronym, level, QAR3, completed, AD

IMPORTANT:

- **In order to ensure that we retain only 1 definitive version of each QAR form, it is important that, once the document has been uploaded to the BB site, all other versions are deleted from the shared drive immediately.**
- **Make sure all parts of the process are correctly documented on the module and course trackers.**