

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

Guidance for Staff using the LTS Quality Review Blackboard Site

This document provides guidance to academic, LTS and Local Support colleagues to aid them with the completion of the Annual Module Review and Course Monitoring process. Administrative support for the Annual Review process is provided by the LTS Hub Team Leaders, overseen by the LTS Co-ordinators.

The guidance is to be read in conjunction with:

- the LTC approved procedure
<https://portal.uea.ac.uk/documents/6207125/8480269/module-review-and-annual-course-monitoring-update-process.pdf/a2f9f07d-b7d9-46da-a939-1ccbe0a99fc3>
- Operational guidance (including naming conventions, details about how to upload to Blackboard etc) (available on the LTS Quality Review Blackboard site)

In addition to the above, the following documents are required for completion of the Annual Review process:

- Module Review and Annual Course Monitoring flowchart
- Annual Review Deadline Grid (outlining key deadlines plotted for different UG and PGT academic timelines)
- QAR1 Form – Module Review
- QAR2 Form – Annual Course Monitoring and Update
- QAR3 Form – Annual Course Monitoring: School Summary
 - *forms available here: <https://portal.uea.ac.uk/learning-and-teaching/staff/course-modules/module-monitoring>*
- Module Review Tracker spreadsheet
- Annual Course Monitoring Tracker spreadsheet
- Agreed LTS-generated data available via the LTS Quality Review Blackboard site – outlined below
- Agreed BIU-generated data available via the Business Intelligence Unit Blackboard site – outlined below
- A series of numbered standard email templates, which LTS colleagues can find in the shared drive:
 - Z:\LTS Shared Drive 2\Quality Assurance and Enhancement\1. Annual Module and Course Review\1. Annual Module & Annual Course Review\Template emails\2016-17

2016-17 Deadlines (Standard UG and PGT Timelines)

LTS Team Leaders are asked to:

- 1 Refer to the timeline grid and use whichever timeline is the most appropriate
- 2 Input key deadline reminders into the Outlook Calendars as a prompt for the various stages of the process

Note that the Procedure requires that Module Review is completed within 'one month of the end of the module'. The module is considered to be complete when marks for all assessment elements have been confirmed. Therefore, for the majority of UG provision, the completion deadlines for Semester 1, Semester 2 and Year Long modules will align to 21 July 2017.

Module Review

Guidance Note 1 – Identification of Triggered Modules for Review

Modules due for review will be identified at the start of the academic year, using the risk-based trigger approach outlined below.

- 1.1 The LTS Quality Manager will start the annual process by populating the Module Review Tracker spreadsheet with a complete list of modules by School and the Annual Course Review Tracker with a list of courses by School – by **7.10.16**
- 1.2 The LTS Quality Manager will email Co-ordinators and Team Leaders and Local Support Managers to advise that module and course lists are available on the Module Review Tracker (available via LTS Team Leader)– by **7.10.16**

The following steps should be followed and completed by **23.10.15** in order to identify modules triggered for review:

- 1.3 LTS Team Leaders will apply the following triggers to each module and a module is deemed to be triggered as soon as it meets one trigger:
 - Trigger 1: The School wishes to review the module regardless of whether or not it hits another trigger
 - Trigger 2: The module has not been reviewed for 5 years and is, therefore, due for review
 - Trigger 3: Module monitoring recommended in 5-Yearly Review and/or Annual Course Monitoring and Update Action Plan
 - Trigger 4: The Module is a new one and is within the first two years of its introduction
 - Trigger 5: There is a new Organiser of the Module
 - Trigger 6: There are changes to the module which the Teaching Director considers should be evaluated
 - Trigger 7: There have been concerns arising from previous module reviews during the last cycle **that remain unresolved within the School**
 - Trigger 8: There are issues arising from student module evaluation or arising from the annual student survey

There is no need to continue to apply the triggers once the module has met one of them. If the module is not triggered for review having applied the first 8 triggers, Team Leaders to liaise with Local Support Managers, as outlined in 1.4.

- 1.4 Local Support Managers to arrange for the remaining trigger to be applied to each module not already triggered for review:

Trigger 7: There are staff within their probationary period undertaking substantial amounts of teaching on the module

- 1.5 Team Leaders will ensure that the trigger information on the Module Tracker is updated indicating if each module is due to be reviewed. All modules should remain on the tracker, whether they are triggered for review or not.
- 1.6 Team Leaders email Teaching Directors, copied to relevant Module Organisers, advising which of their modules are identified for review, key deadlines and location of forms and data – by **28.10.16 (Standard Email)**

Guidance Note 2 – Student Evaluation

- 2.1 All triggered modules are required to be evaluated; some Schools may wish to evaluate additional modules
- 2.2 LTS Team Leaders agree with the Teaching Director modules for evaluation, including student evaluation questions, publish dates, reminder dates and close dates

Guidance Note 3 – Module Review (QAR1 Form)

- 3.1 Team Leaders complete Stage 1 of the QAR1 form for each module and save to the relevant module folder in the LTS Quality Review Blackboard site
- 3.2 Team Leaders email a reminder to Module Organisers and Teaching Directors that Module Review is imminent, indicating location of forms and data and advising they will receive a further reminder in 2 weeks' time – **email to be sent 6 weeks before completion deadline (refer to Annual Review Deadline Grid) for Module Review (Standard Email 1)**
- 3.3 Team Leaders email a further reminder to Module Organisers indicating location of forms and data and outlining deadline for completion of Stage 2 of the QAR1 form (for deadline see Annual Review Deadline Grid) – **email to be sent 4 weeks before completion deadline for Module Review (Standard Email 2)**
- 3.4 Module Organisers to complete Stage 2 of the QAR1 form provided and send back to Team Leader as email attachment by deadline (**2 weeks before deadline for completion of Module Review**)
- 3.5 Team Leaders check that Stage 2 of QAR1 form is completed by the deadline advised and 'signed off' by the Module Organiser (name and date entered in relevant box). This is an important part of the process and is auditable.
- 3.6 Where the form is not completed by the deadline, Team Leaders follow up with Module Organiser
- 3.7 Team Leader to upload QAR1 form (Stages 1 and 2 completed) to relevant folder on LTS Quality Review Blackboard site (see Upload Operational Guidance appendix)
- 3.8 When Module Organiser has completed Stage 2 of the QAR1 form, Team Leaders email Teaching Directors asking them to complete Stage 3 of the QAR1 form by the deadline (for deadline see Annual Review Deadline Grid) – **email to be sent 2 weeks before completion deadline for Module Review (Standard Email 3)**
- 3.9 Teaching Directors to complete Stage 3 of the QAR1 form provided and send back to Team Leader as email attachment (**by deadline for completion of Module Review**)
- 3.10 Team Leaders check that Stage 3 of QAR1 form is completed by the deadline advised and 'signed off' by the Teaching Director (name and date entered in relevant box). This is an important part of the process and is auditable.

3.11 Where the form is not completed by the deadline, Team Leaders follow up with Teaching Director

This completes the Module Review stage of the process

Guidance Note 4 – Annual Course Monitoring (QAR2 Form)

- 4.1 When Module Review is completed, Team Leaders will populate Stage 1 of the QAR2 form and email Course Directors (copy to Teaching Directors) advising the location of the completed QAR1 forms and data and outlining deadline for completion of Stage 2 of the QAR2 form (see Annual Review Deadline Grid) - **email to be sent as soon as Module Review is complete and no later than 4 weeks before deadline for completion of Course Monitoring (Standard Email 4)**
- 4.2 Course Director completes Stage 2 of the QAR2 form and sends back to Team Leader as email attachment by deadline advised (**by 2 weeks before deadline for completion of Course Monitoring**)
- 4.3 When QAR2 form is completed by Course Director, Team Leader emails Teaching Director asking them to complete Stage 3 of QAR2 form by deadline (see Annual Review Deadline Grid) – **(Standard Email 5)**
- 4.4 Teaching Director completes Stage 3 of QAR2 form and sends back to Team Leader as email attachment (**by deadline for completion of Course Monitoring**)
- 4.5 Team Leaders check that QAR2 form is completed by the deadline advised and ‘signed off’ by the Teaching Director (name and date entered in relevant box). Please note, this is an important part of the process and is auditable.
- 4.6 Team Leader uploads completed QAR2 to Blackboard site
- 4.7 Where the form is not completed by the deadline, Team Leaders follow up with Course Director and/or Teaching Director

Guidance Note 5 – Annual Course Monitoring (QAR3 Form)

- 5.1 When the QAR2 form is completed, Team Leaders email Teaching Directors advising location of completed QAR1s and QAR2s and data and asking them to complete Stage 1 of QAR3 form by deadline (see Annual Review Deadline Grid) – **email to be sent as soon as QAR2 is completed and by no later than 2 weeks after completion of QAR2 (Standard Email 6)**
- 5.2 Teaching Directors to complete Stage 1 of QAR3 and send to Team Leader as email attachment by deadline advised
- 5.3 Team Leaders to let FLTQC Secretaries know when Stage 1 of QAR3 is completed. FLTQC Secretaries to email Associate Deans advising location of data and completed QAR1s, QAR2s and partially completed QAR3, and asking for Stage 2 of QAR3 form to be completed by deadline (see Annual Review Deadline Grid) – **email to be sent ASAP and no later than 2 weeks after completion of Stage 1 of QAR3 form (Standard Email 7)**
- 5.4 Associate Deans to complete Stage 2 of QAR3 form and send to FLTQC Secretary as email attachment by deadline advised
- 5.5 FLTQC Secretaries to check that QAR3 form is completed by the deadline advised and ‘signed off’ by the Associate Dean (name and date entered in relevant box). Please note, this is an important part of the process and is auditable.

5.6 FLTQC Secretaries to upload completed QAR3 to Blackboard site

5.7 Where QAR3 form is not completed by the deadline, Secretaries follow up with Associate Deans

Note - It is important that completed forms are retained in the correct folders in order to provide evidence of compliance with the process for Audits and the QAA HER

This completes the Course Monitoring stage of the Process.

Guidance Note 6 – Completion of Trackers

6.1 Module and Course Review Trackers held on the LTS shared drive should be completed as soon as each stage of the QAR forms are completed

6.2 Team Leaders have responsibility to complete the trackers for all steps up to completion of QAR2s

6.3 FLTQC Secretaries should complete the relevant columns to indicate that QAR3 forms have been completed and that QAR2s and QAR3s have been forwarded to FLTQCs for consideration

6.4 In addition, Team Leaders should complete columns relating to Online Student Evaluation for each module to record Feedback Method and Feedback Date

6.5 Feedback Method and Date relates to how and when feedback is given to students

6.6 Feedback details are collected on the QAR1 Module Review form and should be transferred to the Module Review Tracker

Guidance Note 7 – Reporting to Committees


7.1 On completion of the Annual Module and Course Review stage, FLTQC Secretaries will forward QAR3 forms to FLTQCs for consideration

7.2 On completion of the Annual Module and Course reviews stage, the Quality Manager will report to LTC on QAR3s and compliance

Guidance Note 8 – Data to Support Annual Module and Course Review

8.1 The data available to access from the LTS Quality Review Blackboard site is below:

Data (and forms) for all Schools



Data for Schools

The Business Intelligence Unit provides the following sets of data at the link below:

- Module marks
- Stage marks
- Entry Standards
- Continuation Rate
- Good Honours
- Graduate Prospects / Employability


<https://portal.uea.ac.uk/planningoffice/biu/reporting/operational-reporting/course-review>

Other useful links:


- [National Student Survey \(NSS\)](#)
- [Postgraduate Taught Experience Survey \(PTES\)](#)
- [Student Experience Survey \(SES\)](#)

8.2 LTS data will be provided on the LTS Quality Review Blackboard site. This will be found within the Faculty, School folders, eg:


DATA




Box Plots




External Examiner Comments



Module Marks



Staff/Student Liaison Minutes



Student Evaluations

8.3 Team Leaders will ensure that all LTS data outlined above is saved to the Bb site as soon as it is available and in time for staff to start the review process

8.4 Team Leaders will ensure that all data uploaded to the Bb site is anonymised by removing student names and numbers

8.5 Team Leaders to liaise with Local Support staff to provide SSLC (or equivalent) data to upload to the LTS Blackboard site or obtain location to link to.

8.6 Team Leaders will ensure that any module evaluation data is anonymised.

Guidance Note 9 – Non-Compliance

- 9.1 Annual Module and Course Review is an important element of our Quality Assurance and Enhancement strategy and it is important that we comply and are able to demonstrate institutional compliance with our internal procedures and with the QAA Quality Code.
- 9.2 The process outlined above is designed to provide support and guidance to academic and administrative staff to enable completion the annual exercise and to ensure 100% compliance.
- 9.3 Team Leaders shall follow up outstanding forms with the responsible member of academic staff in the first instance. Where there appears to be unacceptable slippage which is delaying completion of the Annual Review, Team Leaders should take the following steps to report the non-compliance:

Stage:	Responsibility for Completion:	Report To:	If Necessary then Report To:
QAR1 Stage 2	Module Organiser	Teaching Director	Hub Manager
QAR1 Stage 3	Teaching Director	Hub Manager	Head of School
QAR2 Stage 2	Course Director	Teaching Director	Hub Manager
QAR2 Stage 3	Teaching Director	Hub Manager	Head of School
QAR3 Stage 1	Teaching Director	Hub Manager	Head of School
QAR3 Stage 2	Associate Dean	Hub Manager	Head of LTS

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