

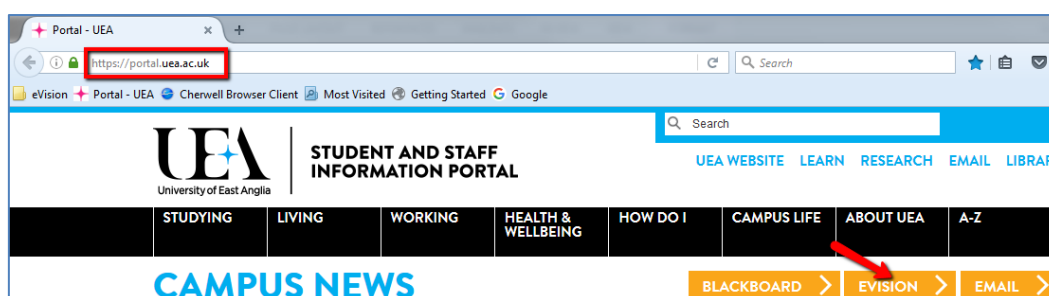
Module Update Assessment Phase - Academic Helpsheet

This helpsheet provides guidance for completing the module information required for students taking their modules from September 2019. The updates are made using the **Module Update** link in e:Vision. This link displays a limited number of pages from the module outline which are relevant to the Module Update Assessment Phase. The updates should be completed by **31 July 2019** and are as follows:

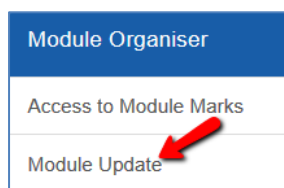
Task Page No	Module Updates	Notes
5	Learning Activities and indicative Student Effort Hours	
7	Link to Talis reading list	
8	Formative and summative assessments list and weighting	
9	Assessment details: a) Deadline b) Method of submission c) Return date d) Method of return e) Format and purpose of feedback f) Title g) Colour printing? h) Moderation i) Double marked? j) Further details	The assessment deadlines are blank, so all need to be completed. If you had previously filled this in for 2019/2020 and you need to know what they were, please ask your Hub team (h) is obsolete due to the change in moderation policy. (h) and (i) are not displayed to students.
14	Summary and confirmation screen	Must be ticked to submit updates for approval

Accessing the Module Update task (Module Organisers)

- Log into your staff view of e:Vision. E:Vision can be accessed via the UEA Portal <https://portal.uea.ac.uk>.
- Click the E:Vision tab on the Portal homepage to access your staff homepage.



c) In the **Module Organiser** container on your staff homepage click **Module Update**.



Note: If you do not have the **Module Organiser** container on your staff home page please contact your LTS Hub.

d) A list of the modules for which you are the Module Organiser displays.



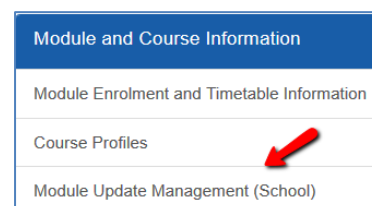
The image shows a table titled 'Search results for module outline'. The table has five columns: 'Module Code', 'Academic Year', 'Title', 'Module Organiser', and 'Module Outline'. There are two rows of data. The first row has 'HIS-5048B', '2019/0', 'THE MODERN MIDDLE EAST', 'MATILDA TEST (HIS)', and 'Edit Assessment'. The second row has 'HIS-6020A', '2019/0', 'IMPERIALISTS, PASHAS & REVOLUTIONARIES: IRAQ, 1914-2003', 'MATILDA TEST (HIS)', and 'Edit Assessment'. Below the table is a 'Back' button. Red arrows point to the 'Edit' links in the 'Module Outline' column.

Module Code	Academic Year	Title	Module Organiser	Module Outline
HIS-5048B	2019/0	THE MODERN MIDDLE EAST	MATILDA TEST (HIS)	Edit Assessment
HIS-6020A	2019/0	IMPERIALISTS, PASHAS & REVOLUTIONARIES: IRAQ, 1914-2003	MATILDA TEST (HIS)	Edit Assessment


- Click the **Edit** link to access the task and update the details for this phase.

Accessing the Module Update task (School Directors of Teaching/Course Directors)

If you are a School Director of Teaching or Deputy or a Course Director, Module Updates will be accessible via the **Module Update Management (School)** link. This provides the facility to create and edit any module in your school on behalf of the Module Organiser. If you do not have the link, please contact the appropriate team below for assistance:



- **School Directors of Teaching or Deputy** – your Local Support e:Vision role group administrator will be able to add you to the *School Director of Teaching and Deputy* role group. The administrator is usually the Head of School Secretary or School Manager.
- **Course Directors** – your LTS Hub will need to add you to the course profile as the Course Director.

 If you cannot see the Module Update link immediately after being added to the role group, please check the next morning as an automatic overnight refresh of your menu options should update your e:Vision Staff View.

Overview

Once you have selected a module, the Module Update screen will open at Page 5 which is the first screen in this phase of updates. When you have saved Page 5, the screen will jump to the next page required (Page 7) and so on until all pages of this phase are complete. You will have the opportunity to review your updates on the final summary screen or go back if you wish to make further changes.

Page 5 - Learning Activities and Indicative Student Effort Hours

- a) Enter a value for each of the relevant learning activities then tab out of the field or move your mouse to the next relevant field. Do not press enter as this will not save the information.
- b) The total is calculated at the bottom of each column and displayed in the *Total Hours* field.

Page 5: Learning Activities and Indicative Student Effort Hours [HIS-6020A, 2019/0]

Learning activity	Total effort hours	Indicative effort hours per week
1. Class sessions (Lectures, workshops, lab sessions, seminars etc.)	<input type="text"/>	<input type="text"/>
2. Pre-class preparation and follow up study	<input type="text"/>	<input type="text"/>
3. Work-based or Placement Hours	<input type="text"/>	<input type="text"/>
4. Formative assessments/ activities	<input type="text"/>	<input type="text"/>
5. Feedback/ Feed forward sessions	<input type="text"/>	<input type="text"/>
6. Summative assessments (essays, dissertations, oral presentations, worksheets, lab reports etc.)	<input type="text"/>	<input type="text"/>
7. Background reading	<input type="text"/>	<input type="text"/>
8. Exams/ OSCEs	<input type="text"/>	<input type="text"/>
9. Course Tests	<input type="text"/>	<input type="text"/>
10. Tutorials (Individual or small groups)	<input type="text"/>	<input type="text"/>
Total Hours =	<input type="text"/>	<input type="text"/>

[Save & Next](#)

- c) When you are happy that the information is up to date click **Save & Next**. Any changes will be stored and you can return to this screen at any time.

Page 7 - Learning Support Materials

- a) Toggle the appropriate radio button to indicate whether or not this module has an online reading list.

Page 7: Learning Support Materials [HIS-6020A, 2019/0]

It is University policy that a Talis based online reading list be provided for any module where a reading list could normally be expected. The minimum level of compliance would be a reading list containing the core readings for each week. Please see our [FAQ](#) for more details. If this module does not normally require a reading list (for example, being a placement or fieldwork module), then please select yes below.

Should this module be exempt from requiring an online reading list? Yes No

Back Save & Next

- b) When you are happy that the information is up to date click **Save & Next**. Any changes will be stored and you can return to this screen at any time.

Page 8 - Formative and Summative Assessment

- a) If the module is new the screen below will display.

Page 8: Formative and Summative Assessment

Formative assessment is assessment for learning as opposed to summative assessment which is assessment of learning. Its key purpose is to enable you to practice and demonstrate the academic skills and knowledge that you will be required to apply in your subsequent summative work, and to receive early feedback from your tutor(s).

Sequence	Assessment Type	Title	Action
	Create New Formative Assessment		

Summative assessment provides a measure of your performance in relation to a formal piece of assessed work – it is therefore often described as assessment of learning. Summative assessment may take many different forms (e.g. essays, projects, dissertations, portfolios, OSCEs, exams, course tests, poster presentations, oral presentations, lab reports).

Sequence	Assessment Type	Title	Weighting%	Action
	Create New Summative Assessment			

- b) If the module has run previously, all formative and summative assessment items from the previous academic year will have been copied and are displayed on this screen.

Page 8: Formative and Summative Assessment [HIS-6020A, 2019/0]

Formative assessment is assessment for learning as opposed to summative assessment which is assessment of learning. Its key purpose is to enable practice and demonstration of the academic skills and knowledge that will be required to apply in subsequent summative work, and to provide early feedback.

Sequence	Assessment Type	Title	Due Date	Action
FM1	Formative Assessment	Formative test 1		[View/Amend] [Delete]
FM2	Formative Assessment	Formative test 2		[View/Amend] [Delete]

[Create New Formative Assessment](#)

Summative assessment provides a measure of performance in relation to a formal piece of assessed work - it is therefore often de... assessments may take many different forms (eg. essays, projects, dissertations, portfolios, OSCEs, exams, course tests, poster presentations, oral presentations, lab reports). Guidance on summative assessment titles can be found [here](#).

Sequence	Assessment Type	Title	Due Date	Weighting	Action
001	Written Assignment	Test Essay (2000 words)		30 / 100	[View/Amend] [Delete]
002	Written Assignment	Test Essay (1500 words)		40 / 100	[View/Amend] [Delete]
003	Presentation	Test Presentation		30 / 100	[View/Amend] [Delete]

[Create New Summative Assessment](#)

Once you have added all of the required assessment items please click next to proceed with the task.

Back [Save & Next](#)

Check weighting totals on this page

- a) To view and/or amend the detail of each assessment item click the **View/Amend** link.
- b) To create a new assessment item click **Create New Formative Assessment** or **Create New Summative Assessment**.
- c) To delete an assessment item click **Delete**, then **OK** to confirm.

Page 9 - Viewing, editing or creating assessment items

- a) Whether you are creating a new assessment item or editing an existing one the same page number is displayed (Page 9) at the top of the screen. Page 9 of the task shows assessment-related fields.
- b) If you clicked **View/Amend** existing information is displayed.
- c) If you clicked to create a new item all the fields will be blank apart from the assessment type.
 - Formative items will always have an assessment type of formative. This cannot be changed.
 - Summative items will show the default option in the *Assessment Type* drop down menu. This type can be amended if it is not appropriate.

- d) Please complete as much information as possible. The key fields are highlighted below and described on the following page.

Example of create/amend summative assessment item

Page 9: Edit Summative Assessment Item 001 [HIS-6020A, 2019/0]

Summative assessment provides a measure of performance in relation to a formal piece of assessed work - it is therefore often described as assessment of learning. Summative assessments may take many different forms (eg. essays, projects, dissertations, portfolios, OSCEs, exams, course tests, poster presentations, oral presentations, lab reports). Guidance on summative assessment titles can be found [here](#).

Assessment Type: Written Assignment (dropdown menu) → Assessment Type drop down list

Weighting: 30 (text input) → Enter weighting

Assignment Deadline: 21/Nov/2019 (calendar icon) → Deadline date calendar

Method of Submission: Blackboard (dropdown menu) → Select method of submission and return

Return Date: (empty text input with calendar icon)

Method of Return: Via Blackboard (dropdown menu)

Format and purpose of feedback: (empty text input)

Title: Test Essay (2000 words) (text input) → Title followed by word count in brackets

Colour Printing: (dropdown menu)

Moderation: (dropdown menu) → Moderation - leave blank (not in use)

Double Marked: (dropdown menu)

Further Details: (empty text area)

Buttons: Back, Save & Next

- e) The *Assessment Type* can be changed as long as this does not affect the overall module assessment. For example, coursework and exam ratios can be changed but an exam cannot be added to a *coursework-only* assessed module without prior consultation with LTS. Likewise, all exams should not be removed from a module with a type of *Examination with Coursework or Project*. If you have any questions about the module type please contact your LTS Hub.
- f) Assessment item weighting can be entered in percentages or shares. Most modules use percentages.
- g) The percent value should be entered as a whole number without a percent sign.
- h) When you have finished entering all items, the weighting column on page 8 can be used to check that the combined weighting of all items adds up to 100.

Sequence	Assessment Type	Title	Due Date	Weighting
001	Written Assignment	Test Essay (2000 words)	18/Nov/2019	30 / 100
002	Written Assignment	Test Essay (1500 words)	21/Nov/2019	40 / 100
003	Presentation	Test Presentation	27/Nov/2019	30 / 100

- i) If you wish to use shares instead enter the value of each share. For example if there are three assessment items and you wish to divide the weighting into thirds enter 1 against each item.
- j) When you have finished entering all items, the weighting column on page 8 enables you to check that the combined share values are correct.

Sequence	Assessment Type	Title	Due Date	Weighting
001	Written Assignment	Test Essay (2000 words)	27/Nov/2018	1 / 3
002	Presentation	Test Presentation	29/Nov/2018	1 / 3
003	Exam Standard	Examination		1 / 3

- k) Select a method of submission and return eg Blackboard
- l) Enter the assignment deadline date or select a date using the calendar icon. **Please note:**
 - Deadline dates should not be added for exams
 - Deadline dates should not added on Saturday, Sunday or Bank Holidays
- m) Add in any word limit at the end of the title in brackets eg Practical Report (1000 words)
- n) The *Further Details* box should be used for additional information eg presentation length
- o) Do not add in any reassessments or visiting student only variations. These will be added by Hub staff.
- p) If some fields are left blank you can still save. When you have finished reviewing/updating or creating an item click **Save & Next**. You will be returned to Page 8 where you can choose another item. Repeat this process until all summative items have been checked, amended or created.

Example of create/amend formative item screen

Page 9: Edit Formative Assessment Item FM1 [HIS-6020A, 2019/0]

Formative assessment is assessment for learning as opposed to summative assessment which is assessment of learning. Its key purpose is to enable practice and demonstration of the academic skills and knowledge that will be required to apply in subsequent summative work, and to provide early feedback.

Assessment Type

Assignment Deadline

Method of Submission

Return Date

Method of Return

Format and purpose of feedback

Title 104

Further Details

- q) Formative items are added in the same way as summative items. Use the drop down menu arrows to choose the appropriate formative options or enter details into the free text fields. Enter as much information as you can. If some fields are left blank you can still save and move on to the next screen. When you have finished reviewing/updating or creating an item click **Save & Next**.
- r) After you have finished updating or checking each assessment item you will be returned to Page 8 where you can choose another item. Repeat this process until all formative items have been checked, amended or created.
- s) When you are happy that the summative and formative assessment information is up to date click **Save & Next** at the bottom of Page 8. Any changes will be stored and you can return to this screen at any time.

Page 14 - Module Outline Summary

- a) Page 14 is a summary and submission screen. You can use the **Back** button at the bottom of the screen if you wish to return to the previous screens and make further changes.

- b) If you are happy that each page is correct, tick to confirm and click **Confirm & Submit**. This action submits the module to LTS for approval.

- c) Once a module has been submitted to LTS, the status updates to *Submitted for Approval* and the **Edit** link is removed.

HIS-6020A	2019/0	IMPERIALISTS, PASHAS & REVOLUTIONARIES: IRAQ, 1914-2003	MATILDA TEST (HIS)	Submitted for approval
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- d) If further changes are required once the updates have been submitted, contact LTS and ask them to reject the module. This will set the status back to **Edit** in the Module Organiser, School Director of Teaching and Course Director views of the task.
- e) If the module has already been approved please contact your LTS Hub team.