

Module Evaluation - Information for Staff

The Survey dates

Each semester the University asks all students to complete module evaluations.

The dates of standard modules evaluations are as follows:

Survey	Administration	Results Available
Semester 1 module evaluation (final) and Yearlong modules' interim evaluation	Weeks 11-12 (5 -18 December) Module specific questions (QP) request goes to module leaders on 28 November	Summary reports (scores only) for staff and students: Week 13 (w/c 19 December) Full reports (with comments) Week 18 (w/c 23 January)
Semester 2 module evaluation (final) and Yearlong module evaluation (final)	Weeks 26-27 (20 March-2 April)	Summary reports (scores only) for staff and students: Week 28 (w/c 3 April) Full reports (with comments): Week 31 (w/c 24 April)
Mid-module evaluation for semester long modules	Semester 1: weeks 6 to 8	Mid-module evaluation for semester long modules
Non-standard modules' evaluation	Throughout the academic year (as advised/confirmed by School Directors/Heads of Operations)	Non-standard modules' evaluation

Student engagement

Please encourage your students to complete the module evaluation. High response rates are important to ensure a representative picture of student voice. When survey is open, please remind your students during teaching sessions, by email, via Canvas or any other communication channels that you regularly use to contact students. Students are more likely to complete the questionnaire if they are given 5 minutes at the beginning or end of the session to complete the questionnaire.

The following thresholds (minimum response rates), linked to student population size are recommended*:

- 100 or more students: 15% +
- 30 – 99 students: 30%
- 10 -29 students: 50%
- Less than 10 students: 60% +*

*in small classes margin of error is higher and more responses are needed to get a reliable evaluation.

Module evaluation response rates are displayed in the Continuous Monitoring and Enhancement (CME) cycle.

JMSU can support module evaluation via course representatives who will be available to help with facilitation of completion. Please speak to your course representative if you would like their support.

Please reassure students of the value of their feedback. Student voice is an important mechanism in the University's quality assurance and learning and teaching enhancement.

The Core Module Evaluation Questions

ME questions have been reworded this year to align with the new NSS approach.

1. How well is the module taught, whether face-to-face or online?

Very well - Well - Not very well - Not at all well

2. How easy is it to find the information that you need on the module Canvas site?

Very easy- Fairly easy- Not very easy - Not at all easy

3. How easy to use are the digital resources associated with this module?

Very easy- Fairly easy- Not very easy - Not at all easy

4. How much does the module challenge you to think more deeply about the subject area?

To a large extent- To some extent- To a small extent- Not at all

5. How clear are the assessment tasks associated with this module?

Very clear - Clear - Not very clear - Not at all clear

6. How easy is it to access support and guidance for this module when you need it?

Very easy- Fairly easy- Not very easy- Not at all easy

7. To what extent does the module help you to understand the contributions that people from different communities and backgrounds have made to the development of the subject area?

To a large extent -To some extent - To a small extent - Not at all

8. Overall, how satisfied are you with the quality of this module?

Very satisfied -Fairly satisfied- Not very satisfied - Not at all satisfied

Free text questions:

Please comment on the most interesting aspect of this module:

Please comment on how this module could be improved:

Question banks and module-specific/personalised questions

Staff can include up to five additional questions. These could be taken from the [Question Bank](#) or written by the Module Leader/Team using [Questions Personalisation tool](#).

Guidance and templates for personalised questions are provided [here](#).

Interim Module Evaluation (for yearlong modules only)

The purpose of the interim module evaluation is to provide staff with feedback on how students experience the module so far. Early feedback should allow time for improvements and adjustments to be made, if needed, before the module delivery is completed. This evaluation is not included in formal quality assurance reporting and is entirely enhancement focused. There are [four scale questions](#) in the survey:

- 1. How well is the module taught, whether face-to-face or online?**
- 2. How easy is it to find the information that you need on the module Canvas site?**
- 3. How easy is it to access support and guidance for this module when you need it?**
- 4. Overall, how satisfied are you with the quality of this module?**

Free text question:

If you wish, please suggest how this module could be improved.

Results for the interim module evaluation will be published at the same time as Semester 1 results.

Accessing and making sense of the results

Module Leaders, who were registered on SIS at the time of evaluation, are notified about availability of the reports via email and can also access reports via Canvas (Account/ Module Evaluation Reports).

For multi-programme modules, reports where results are split by programme are available. This is to get a better understanding how students from different programmes engaged with the module.

Closing the feedback loop

Students can access results of module evaluation for their modules (scale questions only) via Canvas. Module Leaders are encouraged to discuss the evaluation results with students during the last week of teaching, if possible. If any changes are going to be made as a result of evaluation, please make students aware via Canvas, email or other means of communication.

At the start of the academic year or when module evaluation is launched, please let students know if any changes had been made as a result of previous cohort contribution. This information could be included in the module guides for the next cohort of students. This is to emphasise the value of their feedback for the module team and future cohort of students.

How module feedback is used

Data from module evaluations is collated and anonymised. The outcomes of evaluation are shared with Programme Leaders, Heads of Departments and Faculty PVCs. They are

discussed at Boards of Study and used in Continues Monitoring and Enhancement Process to help the University to continually develop and enhance learning and teaching, curricula and assessment.

Continuous Monitoring and Enhancement Guidance