

## Module Evaluation - Information for Staff

### The Survey dates

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

See dates of standard modules evaluation (first and second semester and yearlong) in the Survey Timetable for the current year on <https://www.ljmu.ac.uk/microsites/teaching-and-learning-academy/surveys>.

If you teach a **non-standard module** (e.g. running over summer, module with several intakes throughout the academic year etc.), please contact Natalie Holland (N.J.Holland@ljmu.ac.uk) to confirm start of evaluation period.

### 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.

JMSU will be helping to support module evaluation via course representatives and/or Academic Interest Reps who will be available to help with facilitation of completion. Please speak to your course representative if you would like their support.

You can direct your students to the [Guidance for Students](#) where they can find information about completing the survey, giving constructive feedback, and how their data is anonymised, stored and used.

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 Module Evaluation Questionnaire

The Module Evaluation questions are consistent with the previous year to allow for longitudinal comparison.

Core questions for all modules are the following:

1. The module is well taught, whether face-to-face or online.
2. I find it easy to access the information I need from the module's Canvas site.
3. The module is challenging me to think more deeply about the subject area.
4. Assessment tasks for this module are clear.
5. I can access support and guidance for this module when I need it.
6. The module helps me to understand the contributions that people from different communities and backgrounds have made to the development of the subject area.
7. Overall, I am satisfied with the quality of this module

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](#).

Results from all module specific questions selected by module leaders using Question Personalisation will only be reported to the module leader.

## **Mid-Module Evaluation (for yearlong modules only)**

The purpose of the mid-module evaluation is to provide staff with interim feedback on how students experience the module. 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 only four scale questions in the survey:

1. The module is well taught, whether face-to-face or online.
2. I find it easy to access the information I need from the module's Canvas site.
3. I can access support and guidance for this module when I need it.
4. So far, I am satisfied with this module.

Results for the mid-module evaluation will be published at the same time as Semester 1 quantitative results (scores).

## **Student Comments**

It is a University Policy to anonymise comments by removing staff names as well as offensive or discriminatory comments. Module leaders receive an anonymised version of the student comments. Information about levels of access to student comments can be found in the [Module Evaluation Policy](#).

Students are encouraged to provide constructive feedback, avoiding unconscious bias and/or offensive comments. The guidelines for students could be found [here](#).

## **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).

There are two types of reports available for multi-programme modules: module level (combined) and report where results are split by programme. 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 ProVCs. They are discussed at Boards of Study and used in Continuous Monitoring and Enhancement Process to help the University to continually develop and enhance learning and teaching, curricula and assessment.

Results from all module specific questions selected by module leaders using Question Personalisation will only be reported to the module leader.

### **[Continuous Monitoring and Enhancement Guidance](#)**