Module evaluation, monitoring and development process

UNDERGRADUATE AWARDS

Regional Admin send tutor details to co-ordinator

Co-ordinator Action

Module Monitoring form submitted to Student Services

EV1 plus student Feedback Forms sent to module tutor

Students complete module evaluation (Feedback Forms)

Module Co-ordinator completes Module Monitoring form

Module Co-ordinator conducts conference call with all tutors to review module

Tutor forwards EV1 form to Module Co-ordinator

Module tutor completes EV1 form

Copies retained by regional centre, stats entered onto EV1

**KEY:**

Tutor Action

Regional Administration Action

Central Administration Action

Adjustments by co-ordinator made for next delivery cycle

*Assessment processes*

UBOS

Grades and comments added to Module Monitoring form

Module Monitoring form passed to module co-ordinator

Module Coordinator informed of outcomes of recommendation by HAF