# Module Review

## Module Description Review Guidance Notes

All documents should be updated electronically. **Please only use Adobe Reader to complete the forms**. Other applications may cause compatibility issues and leave you with a document that cannot be edited.

### Note 1 – Updating your module description

Please note that updates to module descriptions are requests for change and may not be granted. Please do not make changes to your module description unless there is a genuine reason to do so. Please also note that you might not necessarily be teaching on the module next year. Therefore, do not make the module description too specific to your personal preferences.

The current version of your module description has been supplied as an editable PDF form. This has been populated with the latest module data from SIMS. Please note that this is an internal document, used only for the module review and will not (and should not) be made public. All public versions of module descriptions (or versions released to students) should be either downloaded from SIMS, or created from the data available at handbooks.data.cardiff.ac.uk

Your module description should be updated alongside the module tracking form, which has also been pre-populated with data wherever possible.

### Note 2 – Use of the Shared Drive

Once you have finished reviewing your module description, the revised description and tracking form should be stored electronically on the shared drive at the following location:

LOCATION TO BE SUPPLIED.

### Note 3 – Methods of Teaching

This section has been pre-populated with the data currently held for your module. This information will be used for timetabling, workload modelling and by the University to generate statistics (e.g. UNISTATS data). As such it is essential that this information is as accurate as possible. Please give careful consideration to the hours of teaching and teaching methods used for your module, and ensure these accurately reflect the true teaching on the module.

Please consult the guidance document at the following link before completing this section of the tracking form:

<http://learning.cf.ac.uk/wp-content/uploads/2012/02/KIS-Guidance-Learning-and-Teaching-Hours.pdf>

Please note that ‘Scheduled Exam/assessment’ should be a realistic estimate of the time required to complete exams and assessments. ‘Total scheduled teaching’ is simply there to allow you to keep track of your total teaching hours. This does not currently auto-calculate and completion is optional.

### Note 4 – Assessment

Data for current methods of assessment has been used to pre-populate this section. Please check it very carefully to ensure it reflects the intended assessments for next year. Hand out/in dates have been populated from the assessment timetables wherever possible, please check these for accuracy.

When entering data for two semester modules, please indicate the semester using either ‘A’ for Autumn or ‘S’ for Spring.

Definitions of assessment types can be found in the senate regulations here:

<http://www.cardiff.ac.uk/regis/sfs/regs/1213acadregs/New%201.01%20-%20Definitions%20of%20Generic%20Terms%20used%20in%20Senate%20Regs.doc%202.pdf>

### Note 5 – Reassessment

The method of reassessment is normally by examination unless the module is 100% coursework. Where the predominant method of assessment for a module is coursework, reassessment by coursework may be more appropriate.

### Note 6 – Module Leader Sign Off

After the Board of Studies and School Board, Module Leaders are required to review their modules descriptions. Board members and the DoT may have made executive decisions regarding changes to module descriptions. If you have questions about any changes, please consult the DoT. When you are happy with the module description it should be signed off.

On completion of the final sign off (step 10), please copy the final version of the module description and updated tracking form the the **Final** folder on the shared drive. A signed and dated hard copy should be submitted to the School office.