# 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 either be 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.

Items to consider when updating your module description:

Are the learning outcomes correct?  
 Are the learning outcomes assessable?  
 Are the learning outcomes assessed within the planned assessment?  
 Is the syllabus accurate?  
 Are the listed skills accurate?

### Note 2 – 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.

Items to consider when updating your assessment description:

Does this accurately reflect the delivery of the module?   
 Are all of the listed teaching hours necessary?

### Note 3 – 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.

Learning outcome coverage can be entered simply as a numbered list of the learning outcomes covered by each assessment.

To help when considering your assessment, a report has been provided showing how the assessments in the module relate to each other and to overall student performance. This can be used to aid thinking about the number, type and learning outcome coverage of assessments

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

<https://intranet.cardiff.ac.uk/intranet/staff/documents/teaching-support/academic-regulations/general/1.01-Definitions-of-generic-terms-used-in-Senate-regs.doc>

Items to consider when updating your assessment description:

Is the level of assessment appropriate?  
 Are all the assessments necessary?  
 What is the effect of the assessments on student workload?  
 What is the effect of the assessments on lecturer workload?

### Note 4 – 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 5 – 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:

School Administration/Teaching Administration/2016-17/Module Description Review/<MODULE CODE>