Annual Module Monitoring Report Template

* *Delete all text shown in italics before submitting the report.*
* *Insert text in the sections provided.*
* *See Annex E of the Code of Practice for Quality Assurance of Taught Courses of Study before completing this template*
* *This report should normally be no more than four pages in length.*
* *N.B. Where the text states ‘School’ this should be understood to refer to ‘School’ or ’Department’ at the sub-divisional level, as appropriate.*

# Completed by:

# Date of Completion:

# Date of Approval by Board of Studies:

# Date of Approval by Divisional Education and Student Experience Committee:

# OR

# Date of Approval by Divisional Graduate Studies and Student Experience Committee:

# Name of School:

# Name of Division:

# Module Code and Title:

# Number of Students:

# Number of online evaluation questionnaires completed (response rate):

# Reason(s) this report has been required

*(see section 6.1.3 of Annex E) Delete as applicable:*

1. the module is new, or has been significantly changed since previously delivered (possibly as the result of a previous report);
2. significant issues have been raised at the Board of Examiners, or by external examiners, or by review panels (e.g. internal periodic review, or professional/statutory bodies), including any indication that academic standards are not being met;
3. significant issues have been raised by students (e.g. through module evaluation or at Student Voice Forum meetings);
4. There is a poor progression or completion rate (i.e. when, after an initial resit attempt where permitted, 15% or more of the students taking a module fail to achieve the pass mark required for the module);
5. Where otherwise requested by the Director of Studies (or, as appropriate to the module, the Divisional Director of Education and Student Experience).

# Please provide a record of, and comments on, significant areas of good practice and concern, to include*)*:

# The student experience of the module

*(see section 6.1.5.1 of Annex E)*

# The content and delivery of the module

*(see section 6.1.5.2 of Annex E)*

# An evaluation of the effect of any changes made to the module either as a result of comments from External Examiners or reports from previous years

*(see section 6.1.5.2 of Annex E)*

# Any actions to be taken (or being undertaken) to address any issues identified or still unresolved

*(see section 6.1.5.2 of Annex E)*

# A reflection on the module in the context of the module portfolio review of the previous academic year, setting out what actions the School has taken or is planning to take as a result of the portfolio review, including any arising from a formal action plan (if there is one)

*(see section 6.1.5.3 of Annex E)*

# Conclusions on the achievement of academic standards: