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# HOW TO EVALUATE YOUR MODULE TO ENHANCE THE STUDENT EXPERIENCE

This leaflet is for module co-ordinators and other staff involved in teaching and supporting learning. It includes suggestions gathered by the Student Experience Committee for capturing students' module experiences to inform module development and enhance the learning of students.

## WHAT IS MODULE EVALUATION?

It is important that you give your students opportunities to provide anonymous, critical and constructive feedback on your module. Module evaluation refers to the formal and informal processes of collecting such feedback from your students on the relevance, effectiveness and efficiency of your module.

## WHY SHOULD YOU EVALUATE YOUR MODULE?

Student evaluation provides you with first-hand information to underpin changes to your module that could further enhance the student experience. Positive student experiences can be used to celebrate and promote your module, while negative experiences provide the impetus for considering how specific aspects of your module could be redesigned to enhance the student experience.

## HOW SHOULD YOU EVALUATE YOUR MODULE?

QMU encourages a collegial approach to module development. Therefore, module evaluation should also be seen as an opportunity for individuals and teams to review the effectiveness of their approaches. The information provided through module evaluation should be collated, summarised, reflected upon and then shared with your Programme Team. Any proposed actions in response to the module evaluation should then be discussed in your Programme Team. Changes to module descriptors must be approved by the School Academic Board. A record of all agreed changes should be kept, and a summary included in the Programme's Annual Monitoring Report. Students should be involved in considering the response to module evaluation, and the changes that have been put in place as a result of student evaluation should be communicated to them, for example through the Hub.

## HOW SHOULD YOU EVALUATE YOUR MODULE? (Continued)

To enhance evaluation of your module, you could:

1. Involve students in the design and refinement of evaluation tools, questions and processes, to enhance relevance and response rates. For example, if you have redesigned your module recently, you may wish to ask specific questions about some of the new content or processes.
2. Adapt the standard QMU module evaluation form to your programme, preferably in collaboration with students. The standard form is available here: <http://tiny.cc/QMUforms>
3. Consider aligning questions with the National Student Survey (but not for NSS eligible students as they should not be asked the survey questions in the year they will complete the survey). This might help identify areas for attention before students reach their final year.
4. Use a mix of complementary evaluation methods, for example 'stop, start, continue', 'one-minute papers'. The Centre for Academic Practice can provide more details.
5. Use 'PollEverywhere' or other online evaluation tools to collect and summarise electronic responses in class. This software provides immediate analysis, allows you to make an initial response, and enables student to see the results from the entire class, while remaining anonymous.
6. Discuss with your students why it is important they provide feedback and what happens to it.
7. Share module evaluation outcomes with your students. For example, post the results in the module Hub area and explain how you have responded (including justification for *not* making changes).
8. Identify ways to celebrate the positive outcomes from module evaluation.
9. Give your Programme Leader access to your module Hub area to enable them to have an overview of evaluation across the programme.
10. Consider linking questions to Student Experience Strategy priorities. For example, ask students to:
  - a. Briefly describe up to three transformative experiences they have had on your module
  - b. Indicate how student-centred they think the module is and why
  - c. Comment on the extent to which they have felt supported as part of a community in the module

## WHEN SHOULD YOU EVALUATE YOUR MODULE?

It may be better to evaluate in the course of a module rather than at the end. This may enhance the response rate and allow changes to benefit the current students. In-module evaluation often misses out on gauging students' perception of summative assessment. Therefore, you may need to capture evaluation of summative assessments separately, for example, immediately after students complete these assessments. Include short, specific, regular evaluation questions in your sessions to foster a sense of ongoing dialogue with your students about their experiences of your module.

## **FURTHER INFORMATION**

The Centre for Academic Practice (CAP) supports staff involved in teaching and supporting learning to continually enhance the student experience. CAP can provide examples of simple ways in which to regularly evaluate aspects of your module and provides collegial support to help you develop your module in response to student evaluation. For further information see:



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### **Further information**

Suggested approaches to classroom evaluation are available here: <http://intranet.qmu.ac.uk/sites/regquality/default.aspx>