Higher Education

Module & Programme Monitoring Policy

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1.0   Introduction

Higher Education Module/Programme Evaluation reporting is an essential part of the annual HE quality monitoring cycle. The purpose of module and programme evaluation is to:

- monitor the quality of programmes and their modules;
- identify underperforming 'critical' modules and develop suitable action plans;
- monitor the quality of module/programme action plans;
- support module and programme leaders to tackle any issues identified in critical modules, by students, or an external examiner;
- identify and share good practice of new programmes and their modules;
- inform the departmental review process;
- inform the staff appraisal process.

2.0   Module/Programme Monitoring Process

Module and programme leaders monitor quality throughout the academic year through both ad hoc processes (such as informal student feedback) and in evaluating progress against targets/actions including:

- programme validation approval report recommendations and forward-looking actions;
- previous evaluation reports;
- departmental review outcomes/actions;

and from data and feedback emerging from processes including:

- programme boards (which include student feedback);
- module results;
- student module evaluation questionnaires;
- external examiner comments/reports.

The culmination of the quality monitoring activity is the production of module evaluation and programme leader reports.

2.1   Module Evaluation Reports: Criteria for Completion and Delivery Deadline

A module evaluation report (template included as Appendix 1) is completed by the module leader and required under the following circumstances:

- the module is running for the first time;
- the module is defined as 'critical' due to the pass rate being lower than the following thresholds (excluding withdrawn and suspended students):

    - Level 4: 75%
    - Level 5: 80%
    - Level 6: 85%
    - Level 7: 80%

- the external examiner raised issues in the current or previous year;

- the module receives mostly 'unsatisfactory' evaluation from students in the annual student module evaluation questionnaires;
- module action plan items are noted to be incomplete at the Summer programme board (see Section 2.3);
- a module report that should have been completed in the previous year, was not submitted.

Programme leaders collate module reports and submit them to the HEO via the HE programme leader task system at the end of September.

2.2 Module Evaluation Reports: Follow-up and Actions

All module reports inform the annual programme report completed by the programme leader.

All module report action plan items (if any) are reviewed at the Autumn programme board and any outstanding items are noted and revisited at subsequent programme board meetings. All items should be complete by the Summer programme board.

For modules flagged as 'critical' (according to the criteria noted above) module and programme leaders are invited to meet with the Associate Director - HE (Teaching & Learning) within 14 days of report submission. The purpose of this meeting is to review the module action plan with the programme leader and to offer support/guidance or organise training as appropriate.

Following this initial meeting, programme and module leaders meet with the Associate Director – HE (Teaching & Learning) at agreed points in the academic year to review module action plan progress. At the final meeting, if items are incomplete, the module will remain critical and the Associate Director – HE (Teaching & Learning) and faculty management will meet to discuss a range of options.

2.3 OU Annual Monitoring

The OU's annual monitoring process for validated partners is called Institutional and Programme Monitoring (IPM). For the purposes of this policy, only 'Programme Monitoring' is of interest.

All OU programmes are monitored in three 'submissions' as detailed in the table below.

OU Programme Monitoring Process	
Submission	**Detail**
Submission A	Commentary in section A.1 on student recruitment
	Commentary in section A.2 on student profile
	Commentary in section A.3 on RPL
	within 4 weeks – Feedback
	within 6 weeks - Compile responses to any items for immediate action and record within the 'Immediate Actions' tab
Submission B	Data table B:1 with additional commentary on progression and retention
	Data table B:2 with additional commentary on student achievement

	Data table B:3 with additional detail and commentary on appeals, complaints, academic misconduct and mitigation.
	within 4 weeks – Feedback
	within 6 weeks - Compile responses to any items for immediate action and record within the 'Immediate Actions' tab
Submission C	Final Evaluation (commentary within sections C:1 to C:12) Review and update Action Tracker
	within 4 weeks - Feedback
	within 6 weeks - Compile responses to any items for immediate action and record within the 'Immediate Actions tab

The HEO pre-populates the OU IPM submission templates with the necessary data and works with programme leaders to complete each submission on time and to respond to any immediate actions. Items in an IPM action tracker are tracked in programme board meetings and reviewed annually.

2.4   Pearson Annual Monitoring

The mechanism through which Pearson courses are annually reviewed is the Annual Programme Monitoring Report: completed by the appointed Pearson quality staff member for the College. As this report is specific to the College there is no requirement for 'per-course' reports.

3.0   Appendix 1: Module Evaluation Report

Module Evaluation Report		middlesbrough college
A module report should be completed by the Module Leader under the following circumstances: - the module is running for the first time; - the module is defined as 'critical' due to the student pass percentages being lower than the following engagement thresholds: L4: 75% | L5: 80% | L6: 85% | L7: 80% - the module was critical in the previous academic year; - the external examiner raised issues this year or last year. - a module report that should have been completed in the previous year, was not submitted.		To complete this report, refer to: - the previous module evaluation report; - the previous external examiner report; - student module evaluation questionnaire; - programme board minutes. - departmental review outcomes/actions.
Academic Year		
Programme/Year		
Reason for Report		

Module Details			
Module Title:		Module Level:	
Module Start/End Dates:		Date Report Completed:	
Module Leader/Tutors:			
Number of Students Starting and Completing the Module:			

1 Module Outcomes
[Boxes will expand automatically to accommodate your text.]
1.1 Comment upon student retention and achievement Note the number of students withdrawing from - or interrupting - their studies. Note the number of students requiring a second sit to pass the module. Where possible, compare data with previous years and identify any trends. Flag issues that will need to be addressed in a Module Action Plan

1.2 Comment upon feedback from students Include feedback from students in Programme Boards, Student Module Evaluation questionnaires and the National Student Survey. Flag issues that will need to be addressed in a Module Action Plan.

2 Progress on Last Year's Module Action Plan [Box will expand automatically to accommodate your text.]
Comment upon progress made to last year's Module Action Plan Please provide an update on last year's proposed actions and include a commentary on how the actions have been progressed and monitored. Flag any issues that were not completed/resolved and will need to be added to this year's Module Action Plan (Section 5)

3 Module Resources [Box will expand automatically to accommodate your text.]
If resources were unsuitable, or new resources are required, provide details below: Flag issues that will need to be addressed in a Module Action Plan

4 Good Practice/Innovation [Box will expand automatically to accommodate your text.]
Comment upon any good or innovative practice Evidence your comments using peer, student, employer and External Examiners feedback.

5 Module Action Plan [Box will expand automatically to accommodate your text.]
List items identified above as requiring action and set deadlines for completion These items will be reviewed in Section 2 of next year's Module Report.

To be Completed by HE Office	
Date Received:	
Module Critical This Year (Y/N):	
Module/Programme Leader Meeting (Y/N):	
Meeting Date:	
Module Leader Training Required/Details:	
Module Critical Two Successive Years (Y/N): If Yes, Action Taken:	

Revision History		
Version	Date	Detail
1.0	September 2017	
1.1	September 2018	Document edited for clarity and to homogenise presentation and implement URLs to College website HE Essential Information page.
1.2	July 2019	OU Programme Evaluation Template added.
1.3	September 2019	Wording clarified.
1.4	May 2020	Additional criteria added for completion of Module Evaluation Report. Appendix 2. Changed from pasted OU document to a link to OU document to ensure latest version of OU documentation is used
1.5	September 2020	The OU APE Annual monitoring process replaced with the new IPM process.
1.6	January 2022	Checked for accuracy.
1.7	July 2022	Amended to reflect updates in QA processes, Pearson annual monitoring added.