



## Course Monitoring Report Form (CMR)

Any Comments:

Course Name	
Academic year	
Date of Evaluation	

### 1. Review of Previous Actions

- Update on Actions completed/outstanding since the last review
- Reflect on any feedback related to those actions taken
- Any outstanding matters to bring forward

### 2. Current Feedback:

- Feedback should be attached as Appendices.
- Note what action has been taken to date on the feedback presented.
- Action plan (below) with timetable to address concerns. If no action needed, explain why.
- Consider how feedback is collected.

1. Professional Organisations associated with the Course

2. Student's

3. Tutor

4. Admin

5. Other



### 3. Appeals/Complaints/Disciplinary

*Include information on how the above have been dealt with and any action taken to encourage good academic practice.*

### 4. Assessment/External Examiners Report

*Any Internal/External Examiners reports should be attached as appendices*

- Issues to be addressed
- Action needed

### 5. Academic Reviewing process

*Reflect on process so far, usefulness or otherwise, what can be done to improve*

### 6. Communication of changes to interested parties

*Set out who/how changes will be communicated across the Institute and to all parties engaged with the course (e.g examiners, professional organisations, students, in-house staff, faculty)*



## 7. Student Support

Review student support and guidance on the course. Include details of future action planned with timescale and any already put in place since last meeting.

## 8. Staff/Faculty Development required

List all staff/Faculty engaged in this course. Review and plan development and support for all internals and externals engaged in the delivery or evaluation of this course.

## 9. Programme Specification

Does the programme Specification need updating. Consideration should include the Course description, Reading list, Assessments & Marketing.

Action No	Where Action arose	Action	Success criteria	Responsible Role	Target Date for Completion	Date completed

Add here any additional information on the action plan that you feel would be helpful:



<b>Checklist for Course evaluation</b> Please complete the checklist for <u>every</u> course:	<b>Number attached</b>
Data	
Feedback from Tutors	
External examiner report	
Copy of formal responses to external examiners	
Student feedback form	
Report on Student Feedback (if produced already – use section 8 to cover any additional points).	
List of staff and their roles – highlight all new staff with * and mark new staff whose CVs have not previously been sent to OUVP with ✓	
CVs, Person Specifications used in recruitment and brief note of role for any new staff whose CVs have not previously been sent to OUVP	
Programme specification	
<b>Completed</b>	<b>Please tick</b>
Updated Action Plan from previous year (Section 1)	
New Action Plan (Section 13)	