



Module and Course Evaluation

ICST Students play a key role in the Institute's processes for assuring the quality of its provision. It is important to gather information on the quality of the learning experience, so students are invited to provide feedback via a Module Evaluation Questionnaire on each higher education module and a Course Evaluation Questionnaire all non-higher education Courses.

Aims

- To gather feedback from students on their experience of the module or course.
- To identify areas for module or course improvement.
- To identify examples of good practice.

Outline of the process

Course Directors will ensure that Module or Course Evaluation takes place for all taught provision within their programme of study and that it is operated in a consistent and transparent way.

Module Evaluation for all ICST validated Higher Education awards must take place at the end of each module. For all other modules or courses it must take place annually. Module or course evaluation can be a useful diagnostic tool so it is acceptable to collect this data early on in a new module or course as this will enable the department to iron out any issues at an early stage.

Students will be asked to complete the Module (or Course) Evaluation Questionnaire online. They should be made aware of the value of the exercise, given guidance about how to complete the questionnaire correctly and be reassured that the process is anonymous.

The Evaluation Questionnaire should relate to the following areas:

- Module organisation (administrative framework)
- Module presentation (teaching)
- Any other comments

The results are then collated by the department of Student Services which produces a summary/commentary for submission to the Course Board for inclusion into the Annual Programme or Course Review. Any matters which may require immediate attention will be highlighted and brought to the attention of the Course Director. The Course Director should be satisfied that there are no urgent issues to address that can't wait until the next Course Review.

Feedback to Students

For all Higher Education validated course, module Evaluation data will be available to students via their representatives, in the appropriate Student Forum.

Students can obtain feedback on Module or Course Evaluation by request from the Annual Programme Review report or via their representatives or via the Department of Student Services.