

CTF Student evaluation policy

Background

This policy has been developed in the light of consultation with staff and students in 2015 and is reviewed annually. The Policy establishes a clear process for collecting and reviewing the student evaluation of programmes and modules. 'Feedback' in this policy is generally used to refer to feedback from students.

The Purpose of Student Feedback

Feedback from students is an important way of monitoring and enhancing the quality of learning and teaching. It provides students with an opportunity to influence the current or future delivery and content of the module or programme by asking for their opinions on a range of aspects of the module or programme. It also serves as a useful staff development tool, as it makes tutors aware of the effectiveness of their teaching as perceived by students.

Methods of Gathering Student Feedback

It is good practice to use a range of methods for obtaining student feedback. These might include some of the following:

- Anonymised paper questionnaires
- Anonymised electronic questionnaires
- Student Representation on the Academic Committee, BTh Management Committee, the Common Awards Management Committee, and the Student Forum
- Informal feedback. This might be received during lectures or seminars, or through encouraging students to visit the lecturer or departmental administrator during office hours
- Open meetings with specific student cohorts in individual houses
- The National Student Survey

Scope of the Feedback

The Office of the Registrar is responsible for collecting and feedback on individual papers and modules. Feedback forms will be available online at the end of the delivery of the module / paper. Questionnaires will be anonymised but should enable the Secretariat to identify the teaching centre, mode of delivery, and tutor/s clearly.

Review Process

Collated evaluations for each module will be made available to the tutor's Principal and the tutor will be required to submit a brief report on each module to the Office of the Registrar. The report shall include the following information:

- Number of students in the class
- Number of students submitting feedback (as a percentage)
- Summary of issues arising from student feedback
- Action points identified to address these issues in future

These reports will be collated and submitted as a 'Student Evaluation Report' at the meeting of the Academic Committee in the course of the following term.

Timing and Frequency of Student Evaluation

Although the practice of the Faculty of Divinity is to collate information at the end of each term, the Federation Policy is to collate information at the end of the delivery of the module or paper. This recognises and acknowledges the fact that most papers/modules are delivered in the course of a term. It is essential that the feedback questionnaire should enable students to provide their opinions on all aspects of the provision. It should also provoke reflection on the learning experience. As feedback from students is intended to enhance the current as well as future student experience of the module, the opportunity to provide feedback should be timely. Students are encouraged to raise issues which may require immediate action, such as timetable clashes or problems with teaching facilities. Students should be made aware of the importance of raising issues as they arise so that they can be resolved quickly and to the satisfaction of all concerned. Informal feedback may be initiated by students or lecturers.

Student Representation on Federation Committees

The Academic Committee, the BTh Management Committee, and the Common Awards Management Committee will include a standing item in their respective agendas for student members to raise any issue of concern. These issues will be discussed and minuted, with any relevant action points identified at the meeting.

Open Meetings

Individual Federation Houses are encouraged to facilitate open meetings with student cohorts in June each year. The timing of this meeting should be scheduled in order to avoid any potential timetable clash and the students should be given at least one week's notice. These meetings need to be facilitated and structured carefully around a series of open questions in order to effect balance and to gather the full spectrum of views.

The Director of Studies should compile a written report summarising the student feedback and submit it to the Registrar. A summary will be provided at the Annual Review of Programmes meeting which takes place in the January of the following academic year.