

Academic Evaluations Policy

Near the end of the Semester students are required to complete *Student Unit Evaluation Forms*. Student Administration should liaise with Unit Coordinators to arrange a suitable time to distribute these. Unit Coordinators should not be involved in the distribution/collection of the forms and should not have access to the raw data to ensure anonymity.

If a student is absent at the time of distribution, the form will be emailed to them, to be returned within 7 working days.

1. A *Student Unit Evaluation Summary Form* will be produced for each unit and sent to individual Unit Coordinators along with a confidential letter detailing the ranking of their unit among the other units that semester. The Unit Coordinators will be asked to complete a *Unit Coordinator Report*. The member of staff's line manager will be copied into all correspondence. The SQA Coordinator and Principal will have access to all data.
2. The results of the Student Evaluation Summary form should be discussed at TeLSEC for highlighting good practice and any concerns. If the results of the *Student Unit Evaluation Summary Form* and *Unit Coordinator Report* are cause for concern, these will be discussed privately between the member of academic staff and their line manager.
3. The *Unit Coordinator Reports* will be submitted for discussion to the Teaching, Learning, and Student Experience Committee. All individual ranking reports must remain confidential.
4. All forms will be retained and filed by Student Administration.

This procedure will apply to all academic sessions where an evaluation is produced, including *Programme Coordinator Reports/Evaluations*. Programme Coordinator Reports will also be submitted to the Academic Quality and Standards Committee to ensure the policies, regulations and practices are consistent with the Quality Code and validating partners' requirements.