

Liverpool John Moores University – Academic Registry

Collaborative Continuous Monitoring and Enhancement – Online Module Evaluations

Guidance notes for LJMU staff to assist with completing the online collaborative module evaluation form for use within programme CME reports. Evaluations are completed and can be viewed via the web hub CME system

CME Introduction

Continuous Monitoring and Enhancement (CME) is the University's approach to monitoring and reviewing its taught undergraduate and postgraduate provision delivered at Liverpool John Moores University and its Collaborative Partners.

CME adopts a risk-based, enhancement focused, approach to monitoring, which facilitates reflective practice through the provision of quantitative and qualitative data and structured reporting templates.

The CME process has been designed to ensure that all stakeholders are able to fully engage in monitoring and, as a result, the process is compartmentalised into Module, Programme, and School level monitoring.

- Module reporting should take place once marks are posted. This activity is the culmination point of module delivery following mark verification, the posting of marks and receipt of student feedback. The module evaluation area can be accessed and updated at any point during the year and prior to programme level monitoring.
- Programme level monitoring, takes place at the end of programme delivery and before the University deadline of 14th November. This feeds into School level monitoring.
- School level monitoring reflects on the delivery of provision in the School as a whole and reports to Academic Quality and Standards Committee in February.

When completing their Self-Evaluations, Module Leaders will be asked to respond to a series of questions relating to the performance of students on their module(s) and they will be invited to consider any variation between the programmes which utilise their module(s).

Module Leaders are invited to provide a commentary will be based upon their module's performance against identified performance thresholds. In instances where these performance thresholds have been met or exceeded, whilst commentary is not compulsory, authors are encouraged to reflect upon factors that have contributed to the identified performance thresholds being exceeded and to share this good practice.

The output of Module Leaders' Self-Evaluations feed into Programme Performance Summary Reports, which are considered as part of programme level monitoring.

The following guidance has been designed to support Module Leaders in completing their Module Self-Evaluation within the WebHub CME System. Further guidance on the CME process can be found within the [Guidance for Continuous Monitoring and Enhancement](#).

Should you have any questions or queries on this process please contact colleagues in Academic Quality and Standards via 'HelpMe' on your desktop.

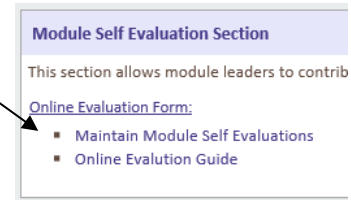
Web Hub Collaborative CME Module Self-Evaluations – Quick Guide

Complete your Module Self-Evaluation:

- Log on to the Web Hub > select the **Reporting** tab > **Collab CME** option from the top menu bar:



- Select the **Maintain Module Self Evaluations** option from the main menu



- Search for your Module by entering either the Catalog Nbr and/or the associated LJM University School/Department
The module results are split to show the student numbers per Session and Class Number:

Faculty	School	Partner School	Term	Module	Module Title	Session	Students	Posted Grades	Class Nbr	Self Evaluations Completed	View/Edit
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Column will display the number of students who have attempted at least 1 assessment item

Evaluations only relevant once the module grades have been posted

Colour coded column will indicate if an evaluation is mandatory for this module session. Evaluation is always encouraged in any case.

Click the View/Edit link to view the statistics split by programme and to complete the online form.

- Select the relevant Programme (where relevant, statistics are split across all programmes the module is taught against)
Therefore evaluations may be required against multiple programmes:

Acad Prog	Programme Title	Students	Mean	Pass Rate	Posted Grades	Self Evaluation Completed	View/Edit CME Evaluation Form
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All programmes that the module is taught against, with the statistics relevant to the programme cohort

Click the student total to view a list of the students

Colour coded column will indicate if an evaluation is mandatory (evaluations only relevant once grades have been posted). Evaluation is encouraged in any case.

Click the View/Edit link to complete the online form

- Complete the online form (relevant to the programme):

If the rate has **not** met the performance threshold there will be two sections displayed and the on-screen text will indicate that the section is mandatory

If the rate has met or exceeded the threshold, only the optional comments section is displayed.

All assessment items relevant to the module are listed, along with the mean mark for each one. If any of these marks do not meet the threshold, the section will become mandatory: *Click the rate to view further information*

Group Report **52** Examination **48** (Section Mandatory)

Click the **Save** button to ensure your evaluation is saved. The comments can be viewed/updated at any time.

Web Hub CME Module Self-Evaluations – Full Guide

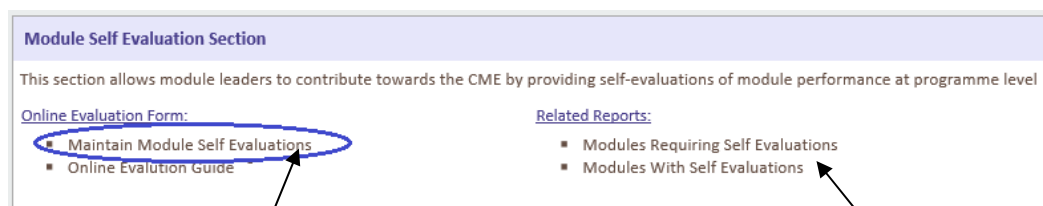
This section contains all online tools, resources and CME related content.

Log on to the Web Hub via the staff web site (direct link: <https://aphub.ljmu.ac.uk/Staff/WH2/General/index.asp>) using your LJMU username and password. From the Web Hub homepage select the **Reporting** tab > **CME** option from the blue menu bar:



Module Leaders, in conjunction with module teams should evaluate their end of semester (or relevant time period) module attainment data. This activity will form a second stage of the Board of Examiners' mark verification process.

To undertake this evaluation Module Leaders will be required to complete a Module Self-Evaluation via Web Hub, responding to a series of questions relating to the performance of students on their module(s).



Select this option to start your evaluation(s)

Report available to assist with checking which (if any) modules are requiring commentary - these are modules for the current academic year where the Marks have been posted, at least one threshold has not been met* and the evaluation form has not been started.

A list of modules with evaluations already entered is also available for information purposes.

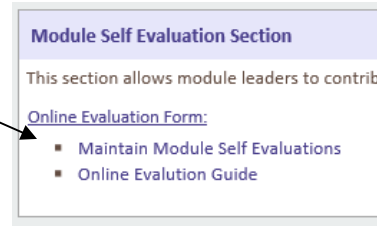
** When they have been met or exceeded, whilst commentary is not compulsory, authors are encouraged to record their evaluation, to reflect upon factors that have contributed to the identified performance thresholds being exceeded and to share this good practice.*

In instances where one or more performance thresholds have not been met Modules Leaders will be required to provide commentary in each instance.

Complete Online Evaluation

Module Evaluations are to be undertaken following module grades being posted. All comments entered here can be viewed by the Programme Leaders and will be used in conjunction with producing the CME programme performance summary report.

1. Select the **Maintain Module Self Evaluations** option from the main menu



2. Module Search

You must enter at least one of the following search terms to view a list of relevant modules:

Catalog Number:

School:

Enter all/part of the Module Catalog Number to view specific modules.

Alternatively, select the associated LJMU School from the drop down box to view a list of all collaborative modules within your School.

To narrow your results use the optional search filters:

Term:

Session:

Level:

Term is relevant to the module teaching term, e.g. this may be the previous academic year if the module is taught on a non-standard calendar

Session – e.g. Semester 1, Semester 2
Level is relevant to the module level

CME Records:

This option will filter the module list based on whether or not an evaluation has been completed / is required

3. Module Search Results

Results are based on module enrolment data, and marks being posted within LJMU’s Student Information System (SIS). For display via the web hub this information is updated from SIS twice a day.

Your results will display a table containing any modules that match your search criteria, and will contain the following information:

Module Information	Module Catalog Nbr, Title, Partner Provider, Faculty and School		
Term	Relevant to the SIS module teaching term. This will mainly be the current term, although for non-standard modules this may be the previous academic year		
Session and Class	The Session and Class Nbr the students were enrolled on		
Students	Number of students enrolled on the module session/class who have attempted at least 1 assessment item for the module. <i>Students with a grade of DEF or LOA are excluded</i>		
Posted Grades	Number of grades that have been posted. Evaluations are only required after grades have been posted		
Self Evaluations Completed	This column will contain a colour coded indicator to flag any modules where comments are mandatory following the grades being posted: <table border="1" style="width: 100%;"> <tr> <td style="width: 20px; height: 20px; background-color: #90EE90;"></td> <td>a) No Comments Required Indicates module outcome has met or exceeded all thresholds and therefore a mandatory evaluation is not required.</td> </tr> </table>		a) No Comments Required Indicates module outcome has met or exceeded all thresholds and therefore a mandatory evaluation is not required.
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	<p>b) No Further Comments Required Indicates an evaluation has already been entered against those performance indicators that have not met/exceeded the threshold</p> <p><i>Commentary can still be entered for these modules to provide feedback to the programme team on any of the performance indicators, or to edit any existing comments.</i></p>
	<p>Comments Required – indicates one or more of the identified thresholds have not been met, therefore this module requires commentary.</p>
	<p>No Grades Posted – Commentary not required as the grades have not yet been posted</p>
View/Edit	Click this link to view the list of programmes this module is taught against, and to complete and/or view the online module evaluation form for each entry.

Modules excluded from the results:

- ❖ Referral classes
- ❖ Student Numbers on Module – please note this is relevant to the Session and Class Number, and will only include those students who have attempted at least one assessment item for the module.
Students who have not attempted any of the assessment items are not captured for the purposes of this evaluation

4. Select the programme record for the Module:

The statistics are split across all programmes the module is taught against (where relevant). Therefore, Self-Evaluations may be required against multiple programmes. This section will display the key statistics relevant to each programme:

Programme Details	Acad Prog code and title of all programmes with students registered for the selected module						
Students *	<p>Number of students enrolled on the module session/class who have attempted at least one assessment item for the module.</p> <p>Click the figure in the table to view a pop up window containing the list of students with their module outcome and grade</p>						
Posted Grades	Number of grades that have been posted. Evaluations are only required after all grades have been posted						
Module Statistics *	<p>Relevant to the programme:</p> <ul style="list-style-type: none"> ✓ Mean Mark ✓ Pass Rate 						
Self Evaluation Completed	<p>This column will contain a colour coded indicator to flag any records where comments are mandatory following the grades being posted:</p> <table border="1" style="width: 100%;"> <tr> <td style="background-color: #90EE90;"></td> <td> <p>a) No Comments Required Indicates module outcome has met or exceeded all thresholds and therefore a mandatory evaluation is not required</p> <p>b) No Further Comments Required Indicates comments have already been entered against those performance indicators that have not met/exceeded the threshold</p> <p><i>Commentary can still be entered for these module to provide feedback to the programme team on any of the performance indicators, or to edit any existing comments.</i></p> </td> </tr> <tr> <td style="background-color: #FF6347;"></td> <td> <p>Comments Required – indicates one or more of the identified thresholds have not been met, therefore this module requires commentary</p> </td> </tr> <tr> <td style="background-color: #FFD700;"></td> <td> <p>No Grades Posted – Commentary not required as the grades have not yet been posted</p> </td> </tr> </table>		<p>a) No Comments Required Indicates module outcome has met or exceeded all thresholds and therefore a mandatory evaluation is not required</p> <p>b) No Further Comments Required Indicates comments have already been entered against those performance indicators that have not met/exceeded the threshold</p> <p><i>Commentary can still be entered for these module to provide feedback to the programme team on any of the performance indicators, or to edit any existing comments.</i></p>		<p>Comments Required – indicates one or more of the identified thresholds have not been met, therefore this module requires commentary</p>		<p>No Grades Posted – Commentary not required as the grades have not yet been posted</p>
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View/Edit CME Records	Click this link to complete and/or view the online module evaluation form
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* Student numbers and statistics are relevant to students who have attempted at least one assessment item for the module (and do not have a grade of LOA (Leave of Absence) or DEF)
 Students who have not attempted any of the assessment items are not captured for the purposes of this evaluation

5. Complete the online evaluation form

Select the 'View/Edit CME Evaluation Form' link from the programme list to view the form. Commentaries are only mandatory where identified performance thresholds have not been met or exceeded. Modules Leaders should write their reflections identifying any trends and detail any planned enhancements.

Performance Indicators:

- ❖ Mean Mark (not relevant if the module is non-graded)
- ❖ Pass Rate
- ❖ Assessment Component Mean Marks (UG only)

Online form:

The evaluation is relevant to the particular programme

The screenshot shows two sections of the form. The first section is titled 'Mean Mark: 50% (Section Mandatory)'. Below the title, it says 'The Mean Mark is below the threshold of 55%, please provide commentary. (Mean Mark 50%)'. There is a large yellow text area for commentary. Below this is another yellow text area labeled 'Additional Comments (Optional): Please provide any additional comments that you wish to bring to the programme team's attention.' The second section is titled 'Pass Rate: 100% (Section Optional)'. Below the title, it says 'Additional Comments (Optional): Please provide any additional comments that you wish to bring to the programme team's attention.' There is a large yellow text area for commentary.

Each threshold relevant to the selected programme is listed, along with the rate.

If the rate has **not** met the performance threshold there will be two sections displayed and the on-screen text will indicate that the section is mandatory

If the rate has met or exceeded the threshold, only the optional comments section is displayed.

All sections titled 'Additional Comments (Optional)' are optional and do not have to be completed to be able to 'Save' the Module Self-Evaluation.

Additional comments, can include a reflection on trends and/or factors which have contributed to the identified performance thresholds being exceeded.

The screenshot shows a section titled 'Assessment Component Mean Marks'. It lists two items: 'Digital System Design' with a mean mark of 77.0 (in a green box) and 'Examination' with a mean mark of 47.0 (in a red box). Below the list, it says 'As one or more of your mean marks are below the threshold of 50% please provide commentary.' There is a large yellow text area for commentary. Below this is another yellow text area labeled 'Additional Comments (Optional): Please provide any additional comments that you wish to bring to the programme team's attention.'

All assessment items relevant to the module are listed, along with mean mark for each one.

If any of these marks do not meet the threshold, the section will become mandatory

The screenshot shows a section titled 'Recommendations to the Programme Team'. Below the title, it says 'Utilising your evaluation of your module's performance data, and other applicable sources of information, please identify recommendations you wish to make to the programme team'. There is a large yellow text area for recommendations.

Utilising your evaluation of your module's performance data, and other applicable sources of information*, please use this section to identify any recommendations you wish to make to the programme team

* for example, module evaluations.

When you have finished entering your responses, click the Save button at the bottom of the screen



Your evaluation is now saved and can be viewed by the programme leader.

You can access the form again at any time to update the information if required.