

## A Check List for Changing Assessments on a Module

Requirements	Notes	Check
Initial agreement from Programme Team/Academic Team Leader	Module Leader discusses new assessment strategy with Course Leader who considers/ addresses implications (consults with Academic Team Leader)	
Print out current Module Template	Mark as "old version"	
Make amendments on Module Template	Ensure assessment fits with programme norms and that the final module assessment is indicated. Mark as "new version"	
Course Committee/School Quality Committee approval/notification (Minutes)	Amended module template and rationale discussed at Course Committee and School Quality Committee – amendments made if necessary	
Annex L form completed	Signed by Module Leader and Course Leader. Signatures of Chair of Course Committee and School Quality Committee are also required.	
Annex M completed	Template and Annex L sent to External Examiner for approval. External Examiner completes Annex M (or emails approval)	
Programme Documentation updated: Assessment Map (and, if content is affected by changes, Programme Specification Document)	Completed by Course Leader – usually more efficient to do a number of minor mods at the same time (max 1/3 of programme credits in one year e.g. 120 for 3 year degree)	
All paperwork given to Quality PL to sign off and send to QAEU	Quality PLs replace the role of standing panels.	
Programme Handbook update	Ensure new Assessment Map (and, if applicable, new Programme Specification Document) is included in the following year's/semester's copy	