

MODULE EVALUATION QUESTIONNAIRES

Guidelines 2017/18

From a reporting perspective for Module Evaluation Reports (MERS), Programme Plans and School Quality Enhancement Plans, the data is to be used for Exception Reporting both positive and negative.

The way in which the scores are calculated provide a visual guide, ie a bar chart, on the first page of the report (see section 4 page 10 of this guide). This is calculated and the graph structured in the same way that the NSS scores are calculated and structured – this is to give consistency of applications to both sets of data.

On the MEQ bar chart when a bar is shown as having a low score but is still shown as a green bar above the line or when it is shown as a red bar beneath the line – this is an indicator that there needs to be some consideration to issues that appears to be causing a concern for students. The benchmark of 1.0 as an acceptable score has been used as a starting point but may change over time. Consideration should also be given to the number and type of responses given – for example the table shown in section 4 page 12 – in this example question 14 has 3 respondents suggesting that the question regarding feedback is Not Applicable – giving an indication that students may not appreciate the importance of formative feedback and if action were to be taken to address this the average score may increase next time. So in this example the average score for this question appears to be acceptable at 1.07 but there is some action that might make a positive impact both on the module score and ultimately on the NSS score as students become more familiar with terminology.

1 Access MEQ Results Portal

<http://bit.ly/2ritEYb>

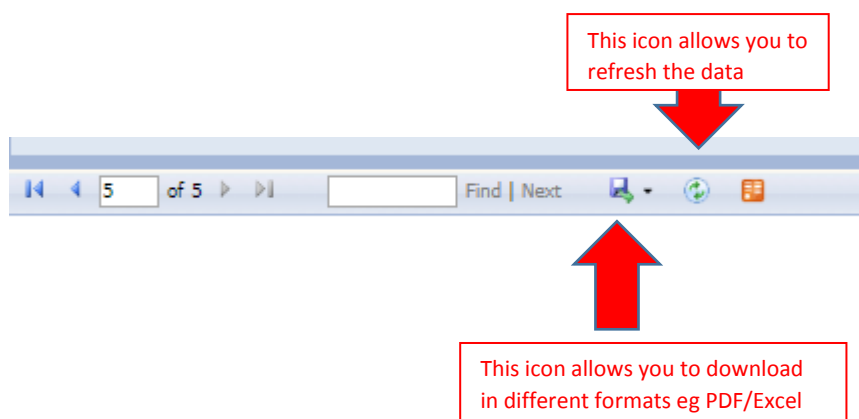
Feedback and questions about this information sheet to be sent to Hilary Birtwistle at h.birtwistle@bolton.ac.uk

Feedback and questions about data to be sent to Claire Ford at C.Ford@bolton.ac.uk

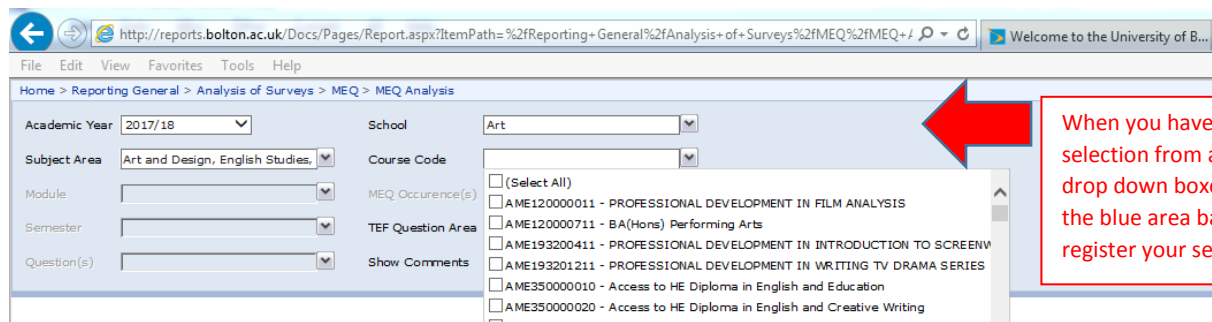
2 General Navigation Instructions

When you have accessed the site there are a couple of general instructions:

[Download and refreshing data](#)



Registering your selection



http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surveys%2fMEQ%2fMEQ+... Welcome to the University of B...

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year: 2017/18 School: Art

Subject Area: Art and Design, English Studies Course Code: [dropdown]

Module: [dropdown] MEQ Occurrence(s): [checkbox] (Select All)

Semester: [dropdown] TEF Question Area: [checkbox] AME12000011 - PROFESSIONAL DEVELOPMENT IN FILM ANALYSIS

Question(s): [dropdown] Show Comments: [checkbox] AME120000711 - BA(Hons) Performing Arts

[checkbox] AME193200411 - PROFESSIONAL DEVELOPMENT IN INTRODUCTION TO SCREENW

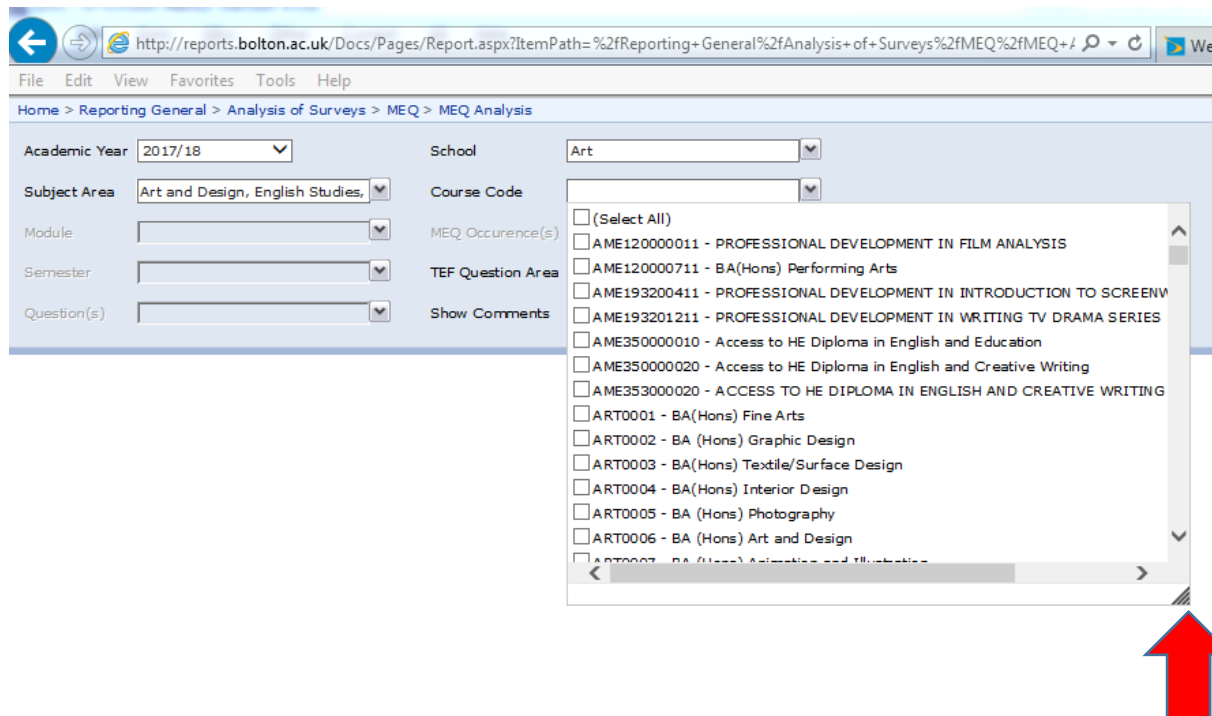
[checkbox] AME193201211 - PROFESSIONAL DEVELOPMENT IN WRITING TV DRAMA SERIES

[checkbox] AME350000010 - Access to HE Diploma in English and Education

[checkbox] AME350000020 - Access to HE Diploma in English and Creative Writing

When you have made your selection from any of the drop down boxes click on the blue area background to register your selection

Expanding the drop down selection box



http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surveys%2fMEQ%2fMEQ+... We

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year: 2017/18 School: Art

Subject Area: Art and Design, English Studies Course Code: [dropdown]

Module: [dropdown] MEQ Occurrence(s): [checkbox] (Select All)

Semester: [dropdown] TEF Question Area: [checkbox] AME12000011 - PROFESSIONAL DEVELOPMENT IN FILM ANALYSIS

Question(s): [dropdown] Show Comments: [checkbox] AME120000711 - BA(Hons) Performing Arts

[checkbox] AME193200411 - PROFESSIONAL DEVELOPMENT IN INTRODUCTION TO SCREENW

[checkbox] AME193201211 - PROFESSIONAL DEVELOPMENT IN WRITING TV DRAMA SERIES

[checkbox] AME350000010 - Access to HE Diploma in English and Education

[checkbox] AME350000020 - Access to HE Diploma in English and Creative Writing

[checkbox] AME353000020 - ACCESS TO HE DIPLOMA IN ENGLISH AND CREATIVE WRITING

[checkbox] ART0001 - BA(Hons) Fine Arts

[checkbox] ART0002 - BA (Hons) Graphic Design

[checkbox] ART0003 - BA(Hons) Textile/Surface Design

[checkbox] ART0004 - BA(Hons) Interior Design

[checkbox] ART0005 - BA (Hons) Photography

[checkbox] ART0006 - BA (Hons) Art and Design

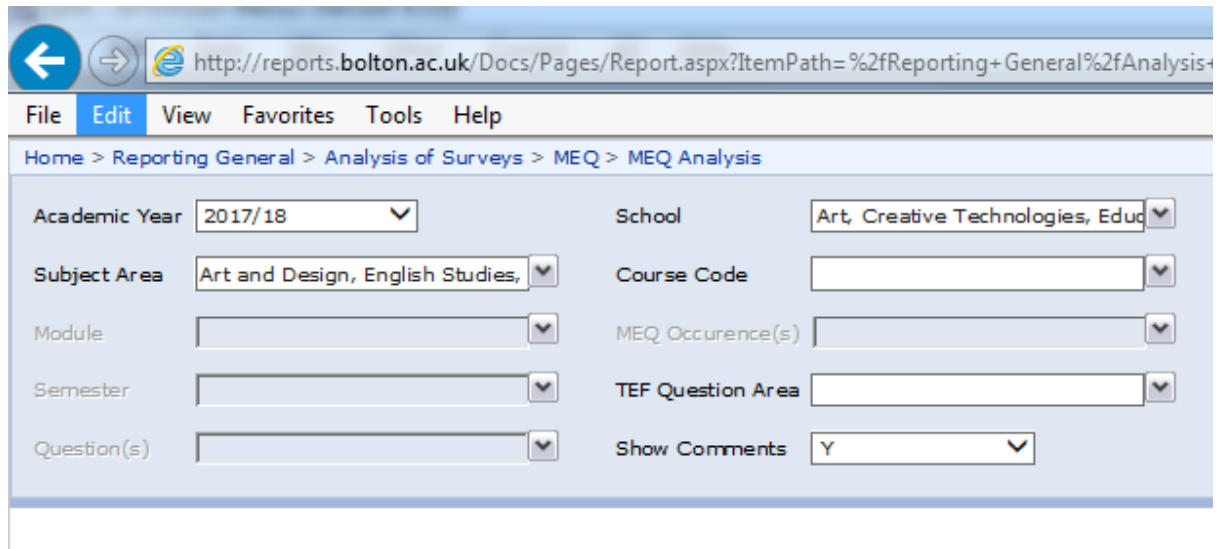
[checkbox] ART0007 - BA (Hons) Animation and Illustration

If you need to expand the box – click and hold on this arrow and drag to the bottom right corner of the screen

3 MEQ Reports for Module Tutors

As Module Tutor you will have access to those modules that you are identified on SITS MAV as the Module Tutor however in order to get to the modules you will first need to select (via the tick boxes) a number of fields including the relevant course codes – you may need to select old and new course codes but eventually this will not be necessary as the old codes run out

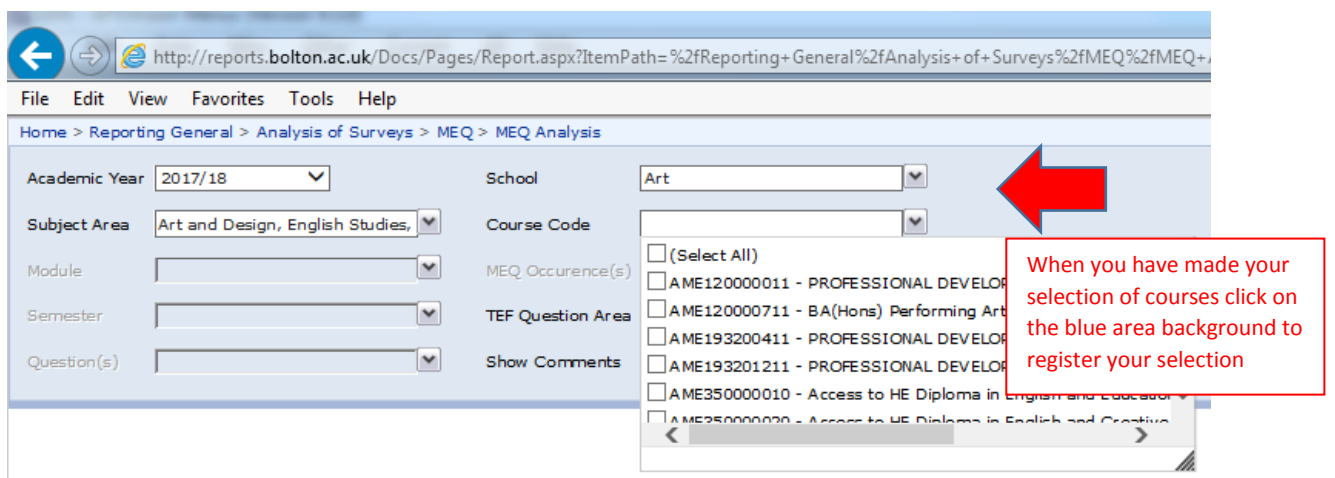
Making Selections on Home Screen



The screenshot shows a web browser window with the URL <http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+>. The page title is "Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis". The form contains several dropdown menus and text boxes:

- Academic Year: 2017/18
- School: Art, Creative Technologies, Edu...
- Subject Area: Art and Design, English Studies,
- Course Code: [Empty]
- Module: [Empty]
- MEQ Occurrence(s): [Empty]
- Semester: [Empty]
- TEF Question Area: [Empty]
- Question(s): [Empty]
- Show Comments: Y

A red arrow points to the "Academic Year" dropdown menu, with a red box containing the text "Select academic year".



The screenshot shows the same web browser window, but the "Course Code" dropdown menu is open, displaying a list of course codes. A red arrow points to the "Course Code" dropdown menu, with a red box containing the text "When you have made your selection of courses click on the blue area background to register your selection".

The list of course codes includes:

- (Select All)
- AME120000011 - PROFESSIONAL DEVELOP...
- AME120000711 - BA(Hons) Performing Art...
- AME193200411 - PROFESSIONAL DEVELOP...
- AME193201211 - PROFESSIONAL DEVELOP...
- AME350000010 - Access to HE Diploma in English and Educat...
- AME350000020 - Access to HE Diploma in English and Creativ...

http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surveys%2fMEQ%2fMEQ+... Welcome to h

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year: 2017/18 School: Art

Subject Area: Art and Design, English Course Code: (Select All)

Module: MEQ Occurrence(s):

Semester: TEF Question Area:

Question(s): Show Comments:

Select relevant course(s) or Select All via the tick boxes

- (Select All)
- AME120000011 - PROFESSIONAL DEVELOPMENT IN FILM ANALYSIS
- AME120000711 - BA(Hons) Performing Arts
- AME193200411 - PROFESSIONAL DEVELOPMENT IN INTRODUCTION TO SCREENWRITING
- AME193201211 - PROFESSIONAL DEVELOPMENT IN WRITING TV DRAMA SERIES
- AME350000010 - Access to HE Diploma in English and Education
- AME350000020 - Access to HE Diploma in English and Creative Writing
- AME353000020 - ACCESS TO HE DIPLOMA IN ENGLISH AND CREATIVE WRITING
- ART0001 - BA(Hons) Fine Arts
- ART0002 - BA (Hons) Graphic Design
- ART0003 - BA(Hons) Textile/Surface Design
- ART0004 - BA(Hons) Interior Design
- ART0005 - BA (Hons) Photography
- ART0006 - BA (Hons) Art and Design
- ART0007 - BA (Hons) Animation and Illustration
- ART0008 - BA(Hons) Animation and Illustration and Creative Writing
- ART0009 - BA(Hons) Animation and Illustration and Graphic Design
- ART0010 - BA (Hons) Graphic Design and Photography
- ART0012 - BA(Hons) Animation and Illustration and Fine Arts
- ART0013 - BA(Hons) Design for Interiors
- ART0014 - BA(Hons) Digital Graphic Design
- ART0015 - BA(Hons) 3D Character Animation
- ART0016 - BA(Hons) 3D Visualisation
- ART0017 - MA Photography
- ART0018 - MA Fine Art
- ART0019 - Edexcel Foundation Diploma in Art and Design
- ART0020 - BA(Hons) Media Production
- ART0026 - Associate Undergraduate - ART
- ART0027 - BA (Hons) Fine Art
- ART0028 - BA (Hons) Textiles and Surface Design
- ART002-F-UOB-SX - BA (Hons) Graphic Design
- ART002-P-UOB-SX - BA (Hons) Graphic Design

http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year: 2017/18 School: Art

Subject Area: Art and Design, English Studies Course Code: ART0002 - BA (Hons) Graphic D

Module: AAD4000 - Scholarship MEQ Occurrence(s): AAD4000-17-A, AAD4000-17-B

Semester: (Select All) AAD4000 - Scholarship

Question(s): AAD4001 - Ideas into Reality AAD4002 - Visual Literacy AAD4004 - Applied Creativity AAD5000 - Employability and Enterprise AAD5001 - Past Present and Futures: Theory into Context AAD6001 - Major Project AAD6002 - Professional Practice and Self.Promotion AAD6003 - Research in Context GRD4000 - Typography GRD4001 - Principles of Design GRD5000 - Craft and Digital Production GRD5001 - Design Practice GRD5002 - Motion Graphics GRD5003 - Design for Emerging Technologies GRD6000 - Advanced Design Practice GRD6001 - Advanced Visualisation for Graphic Design

Select the module you want to look at via the tick boxes – you will need to DESELECT them all first by clicking on the **Select All** box to untick the list and then ticking the one that you want

http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surveys%2fMEQ%2fMEQ+I

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year: 2017/18 School: Art

Subject Area: Art and Design, English Studies Course Code: ART0002 - BA (Hons) Graphic D

Module: AAD4000 - Scholarship MEQ Occurrence(s): AAD4000-17-A, AAD4000-17-B

Semester: S1 TEF Question Area:

Question(s): Show Comments: Y

When you have made your selection of module click on the blue area background to register your selection

You may have a number of occurrences that you are able to select from – again De Select them by clicking on Select All and then chose the occurrence that you wish to report on.

There may be occasions when you know that occurrences have been merged and you want to see the combined results – just tick all those you want to see together.

If however another member of staff is the Module Tutor for another occurrence you will not be able to see their results

Normally there will only be one Semester showing here – on occasions where long thin modules have a mid-point and an end of module MEQ you will be able to selection S1 or S2 so that you can compare results

← → http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalys

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year	2017/18	School	Art
Subject Area	Art and Design, English Studies,	Course Code	ART0002 - BA (Hons) Graphic D
Module	AAD4000 - Scholarship	MEQ Occurrence(s)	AAD4000-17-A
Semester	S1	TEF Question Area	
Question(s)		Show Comments	<input type="checkbox"/> (Select All) <input type="checkbox"/> Teaching on my Course <input type="checkbox"/> Assessment and Feedback <input type="checkbox"/> Academic Support <input type="checkbox"/> Non-TEF Questions



The questions can be reported on by TEF (Teaching Excellence Framework) category – normally you will **Select All** to get a full report

<http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surveys%2fMEQ%2f>

File Edit View Favorites Tools Help

Academic Year: 2017/18 School: Art

Subject Area: Art and Design, English Studies, Course Code: ART0002 - BA (Hons) Graphic D

Module: AAD4000 - Scholarship MEQ Occurrence(s): AAD4000-17-A

Semester: S1 TEF Question Area: Teaching on my Course, Assess

Question(s): 1 - Staff are good at explaining things

(Select All)

1 - Staff are good at explaining things (NSS1)

2 - The subject has been interesting (NSS2)

3 - The module content is intellectually stimulating (NSS3)

4 - The module has allowed me to explore ideas or concepts in depth (NSS5)

5 - The module is well organised and is running smoothly (NSS15)

6 - My course has challenged me to achieve my best work (NSS4)

7 - The learning materials have enhanced my learning (NSS bank)

8 - The IT resources and facilities provided have supported my learning well (NSS18)

9 - The library resources (eg books, online services and learning spaces) have supported my learning well (NSS19)

10 - I have been able to access module-specific resources when I needed to (NSS20)

11 - The physical teaching environment is satisfactory (NSS bank)

12 - The workload associated with the assignments/coursework was manageable (NSS bank)

13 - The criteria used in marking have been clear in advance NSS8)

14 - Feedback on my work has been timely (NSS10)

15 - I have received helpful comments on my work (NSS11)

16 - I have been able to contact my tutor(s) when I needed to (NSS12)

17 - I have received sufficient advice and guidance in relation to this module (NSS13)

18 - My tutor(s) value students' views and opinions about the module (NSS24)

19 - Overall, I was satisfied with the quality of this module (NSS27)



You are able to select the range of questions that will appear on the report if you wish – normally you would retain all the questions to get a full report

Academic Year 2017/18 School Art

Subject Area Art and Design, English Studies Course Code ART0002 - BA (Hons) Graphic D

Module AAD4000 - Scholarship MEQ Occurrence(s) AAD4000-17-A

Semester S1 TEF Question Area Teaching on my Course, Assess

Question(s) 1 - Staff are good at explaining Show Comments Y

All written comments are available on the report – you can chose for these comments not to be shown by selecting N instead of the default Y

Academic Year 2017/18 School Art

Subject Area Art and Design, English Studies Course Code ART0002 - BA (Hons) Graphic D

Module AAD4000 - Scholarship MEQ Occurrence(s) AAD4000-17-A

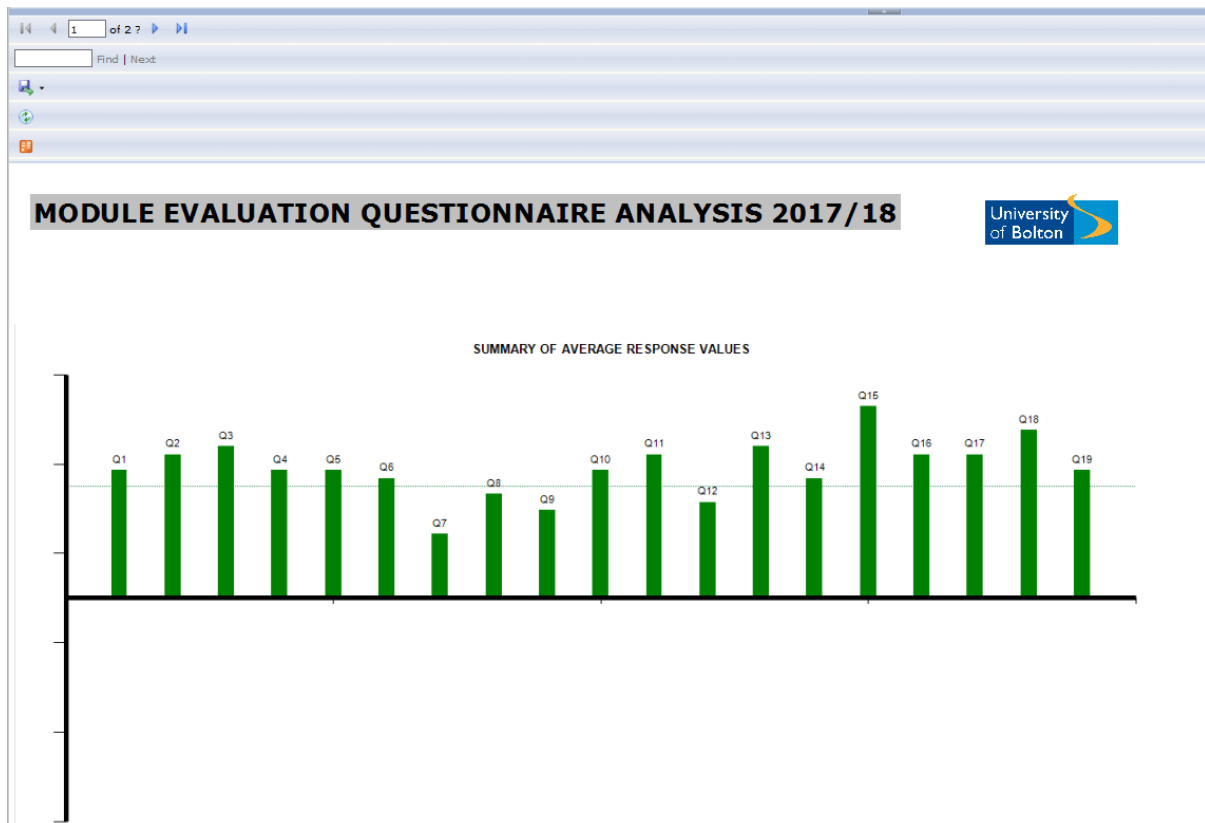
Semester S1 TEF Question Area Teaching on my Course, Assess

Question(s) 1 - Staff are good at explaining Show Comments Y

View Report

Select View Report at far right hand side of screen

4 MEQ Results Screens



The first screen shows a bar chart which is calculated from the positive and negative responses to the questions. The dotted line is set at 1.0 and anything below that line may be considered to be in need of attention – in this instance Q7, Q8, Q9 and Q12 may be considered to be problematic and in need of a response and/or actions identified in the Module Evaluation Report (MER). Q15 in particular looks positive and there may be elements of good practice that need to be disseminated.

Semester: S1 TEF Question Area: Teaching on my Course, Assessment

Question(s): 1 - Staff are good at explaining their work Show Comments: Y

1 of 2 ? > >>

MODULE EVALUATION QUESTIONNAIRE ANALYSIS 2017/18

Clicking on this arrow will take you to the next page of the report which provides the numerical detail

MODULE EVALUATION QUESTIONNAIRE ANALYSIS 2017/18



Responses are scored as:

Strongly agree	2
Agree	1
Not applicable	0
Disagree	-1
Strongly disagree	-2

This section shows how the scoring works – this is the same

					NUMBER OF RESPONSES RECEIVED						
MODULE CODE	SEMESTER	OCCURRENCE CODE	GROUP SIZE	QUESTION No	Strongly Agree	Agree	N/A	Disagree	Strongly Disagree	Total	AVERAGE RESPONSE
<input type="checkbox"/> AAD4000	Total for this semester				122	104	12	17	11	266	1.16
GRAND TOTALS					122	104	12	17	11	266	1.16



Click on the + sign at the side of the module code and the detail will expand

MODULE CODE	SEMESTER	OCCURRENCE CODE	GROUP SIZE
<input type="checkbox"/> AAD4000		<input type="checkbox"/> S 1	24
	Total for this semester		



Click on the + sign at the side of the Semester and the detail will expand

MODULE CODE	SEMESTER	OCCURRENCE CODE	GROUP SIZE
☐ AAD4000	☐ S1	☐ A	24
	Total for this semester		

Click on the + sign at the side of the Occurrence Code and the detail will expand – if you had selected multiple occurrences earlier you would have a selection to choose from

NUMBER OF RESPONSES RECEIVED											
MODULE CODE	SEMESTER	OCCURRENCE CODE	GROUP SIZE	QUESTION No	Strongly Agree	Agree	N/A	Disagree	Strongly Disagree	Total	AVERAGE RESPONSE
☐ AAD4000	☐ S1	☐ A	24	1	5	8	0	0	1	14	1.14
				2	4	10	0	0	0	14	1.29
				3	7	6	0	1	0	14	1.36
				4	8	3	1	1	1	14	1.14
				5	5	7	1	1	0	14	1.14
				6	6	5	1	2	0	14	1.07
				7	4	5	1	3	1	14	0.57
				8	4	8	0	1	1	14	0.93
				9	5	5	1	2	1	14	0.79
				10	7	5	0	1	1	14	1.14
				11	8	4	0	2	0	14	1.29
				12	4	8	0	0	2	14	0.86
				13	8	4	1	1	0	14	1.36
				14	7	3	3	0	1	14	1.07
				15	11	2	1	0	0	14	1.71
				16	9	3	0	1	1	14	1.29
				17	7	6	0	0	1	14	1.29
				18	8	5	1	0	0	14	1.50
				19	5	7	1	1	0	14	1.14
				Total					122	104	12
Total for this semester					122	104	12	17	11	266	1.16
GRAND TOTALS					122	104	12	17	11	266	1.16

This figure is taken from SITS mid November/April as part of the production of the questionnaires so it is a guide only and may fluctuate both up and down with the movement of students

These are now the responses to the questions – as we can see the responses to Q7, Q8, Q9 and Q12 are below the 1.0 threshold whilst Q18 is well above the 1.0 threshold. The results are therefore matching the bar chart seen earlier. The average score for this module is 1.16 and this is being hampered by those low scores in Q7 – Q9 and Q12.

3 of 4 ?

MODULE EVALUATION QUESTIONNAIRE ANALYSIS 2017/18

University of Bolton

Clicking on this arrow will take you to the next page of the report which provides the written comments – depending on how many comments have been entered this can be one or many pages

... your experience, are there any particular positive or negative aspects you would like to highlight
 IN CAPITAL LETTERS
 ... was a useful and stimulating module, allowing ...

5 of 5

Clicking on this arrow will take you to the final page of the report which is the list of questions

MODULE EVALUATION QUESTIONNAIRE ANALYSIS 2017/18

QUESTION No	QUESTION
1	Staff are good at explaining things (NSS1)
2	The subject has been interesting (NSS2)
3	The module content is intellectually stimulating (NSS3)
4	The module has allowed me to explore ideas or concepts in depth (NSS5)
5	The module is well organised and is running smoothly (NSS15)
6	My course has challenged me to achieve my best work (NSS4)
7	The learning materials have enhanced my learning (NSS bank)
8	The IT resources and facilities provided have supported my learning well (NSS18)
9	The library resources (eg books, online services and learning spaces) have supported my learning well (NSS19)
10	I have been able to access module-specific resources when I needed to (NSS20)
11	The physical teaching environment is satisfactory (NSS bank)
12	The workload associated with the assignments/coursework was manageable (NSS bank)
13	The criteria used in marking have been clear in advance (NSS8)
14	Feedback on my work has been timely (NSS10)
15	I have received helpful comments on my work (NSS11)
16	I have been able to contact my tutor(s) when I needed to (NSS12)
17	I have received sufficient advice and guidance in relation to this module (NSS13)
18	My tutor(s) value students' views and opinions about the module (NSS24)
19	Overall, I was satisfied with the quality of this module (NSS27)

REPORT PARAMETERS

Semester(s): S1
 Occurrence(s): AAD4000-17-A

5 MEQ Reports for Deans/Heads/AGCs etc

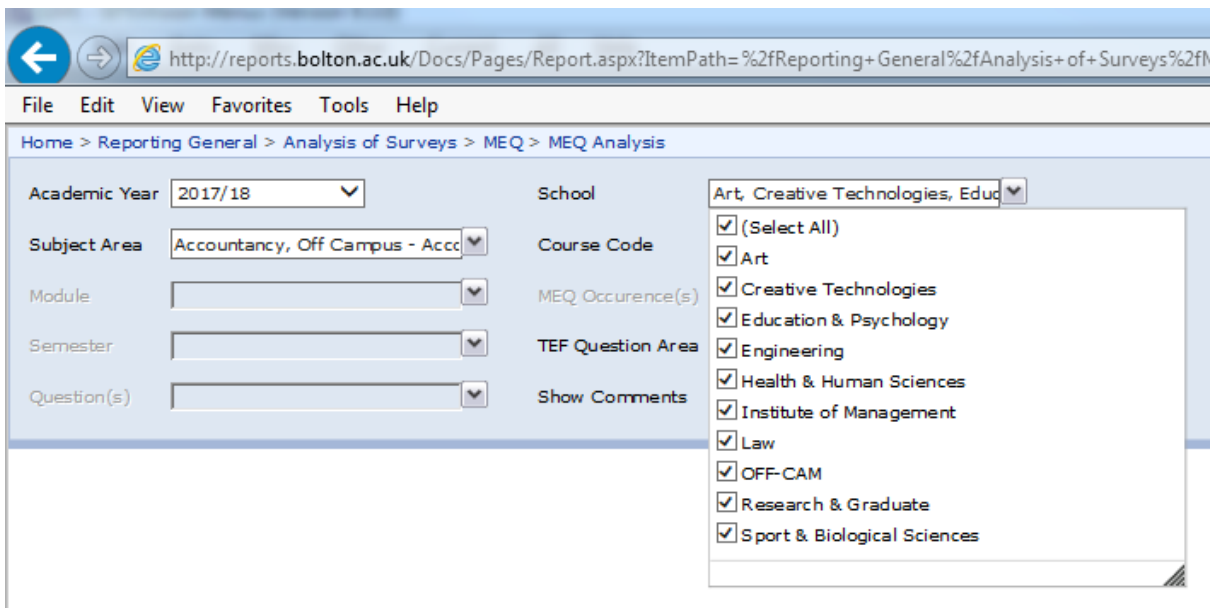
A number of colleagues who have Faculty/School/Centre/Professional Unit responsibilities have access to all the MEQ data and reports.

Access is via the same link and all of the instructions for the Module Tutors are the same except that you will have access to all Modules and so will need to filter the data that you are collecting.

The access to the portal is via the following link

<http://bit.ly/2ritEYb>

Start by selecting the Academic Group that you are interested in



The screenshot shows a web browser window with the URL <http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surveys%2f>. The browser's address bar and menu bar (File, Edit, View, Favorites, Tools, Help) are visible. The page content includes a breadcrumb trail: Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis. Below the breadcrumb, there are several filter fields: Academic Year (2017/18), Subject Area (Accountancy, Off Campus - Acco), Module, Semester, and Question(s). To the right, there are fields for School (Art, Creative Technologies, Edu), Course Code, MEQ Occurrence(s), TEF Question Area, and Show Comments. A dropdown menu is open for the School field, showing a list of schools with checkboxes next to each name: (Select All), Art, Creative Technologies, Education & Psychology, Engineering, Health & Human Sciences, Institute of Management, Law, OFF-CAM, Research & Graduate, and Sport & Biological Sciences. All checkboxes are currently checked.

And then select the Subject Area

http://reports.bolton.ac.uk/Docs/Pages/Report.aspx?ItemPath=%2fReporting+General%2fAnalysis+of+Surve

File Edit View Favorites Tools Help

Home > Reporting General > Analysis of Surveys > MEQ > MEQ Analysis

Academic Year: 2017/18 School: Art, Creative Technologies, Edu

Subject Area: Accountancy, Off Campus - Acco Course Code:

Module: (Select All) Accountancy

Semester: Off Campus - Accountancy Art and Design

Question(s): Off Campus - Art and Design Institute of Management Off Campus - Business and Management Biology and Environmental Studies Off Campus - Business Logistics and Information Systems National Centre for Motorsport Engineering Civil Engineering Off Campus - Civil Engineering Centre for Islamic Finance Computing Off Campus - Computing Special and Visual Effects Off Campus - Creative Technologies Construction, Surveying, Architectural Technology Off Campus - Construction, Surveying, Architectural Technology Community Studies Centre for Dental Technologies Education Off Campus - Education Electronic Engineering Off Campus - Electronic Engineering Mechanical Engineering Off Campus - Automobile and Mechanical Engineering English Studies Games Off Campus - Games Health Studies Off Campus - Health Studies Initial Teacher Education Off Campus - Initial Teacher Training Law Off Campus - Law Off Campus - Management Mathematics Biomedical Sciences Centre for Nursing Off Campus - Off Campus Division Psychology Off Campus - Psychology Pre-University and Transition Centre Pre University Business and Management

You will then be able to filter by course code etc as per the previous instructions

If you have any comments or spot any errors in this document please notify h.birtwistle@bolton.ac.uk