

## Guide for Course Review

A useful way to do a course review is to reflect on the feedback gathered in response to the sections in the template for course planning. Review should include the facets of the curriculum elements and other issues which are found to be relevant. Sources of feedback specified in the course plan should be used to provide evidence for reflections.

Course review will be the responsibility of the teachers of the courses and their departments. Each of the courses, including those offered for non-major students, should normally be reviewed once every two to three years. The review should result in an action plan for the improvement of the course. New courses or those which are substantively changed may benefit from being reviewed in each of the first two years offered.

### Learning outcomes

Reflections on learning outcomes should examine evidence for the achievement of outcomes specified in the course plan.

*Relevant sources of feedback are:*

Qualitative feedback from student panels/ forums/ internet forums	if useful
Course questionnaire	mandatory
Tailored questionnaire	optional
Reflection of teachers (including evidence from assessment)	mandatory

### Content

Review of content should include coherence between elements of a course, particularly where multiple teachers are involved.

*Relevant sources of feedback are:*

Visiting/ external examiner report	optional
Peer review	optional
Reflection of teachers (including evidence from assessment)	mandatory

### Learning activities

Reflections on the choice of learning activities should focus on balance and appropriateness for the specified learning outcomes.

*Relevant sources of feedback are:*

Qualitative feedback from student panels/ forums/ internet forums	optional
Course questionnaire	mandatory
Tailored questionnaire	optional
Reflection of teachers	mandatory
Peer review	optional

### Assessment

Reflections on the choice of assessment should focus on whether formative feedback is supplied and whether the assessment scheme appropriately measures the specified learning outcomes.

*Relevant sources of feedback are:*

Course questionnaire	mandatory
Visiting/ external examiner report	if useful
Peer review	optional

### Action plan

A list of refinements to be made to the course the next time it is offered.