

**FACULTY EXAMPLE – FBL Module Leader Checklist (Internal Document):** *How might this match and fit with your own practice as a Module Leader?*

Action	Deadline	Communication required	Completed
<b>Pre-Teaching</b>			
Access Quali to check the MID, module details, learning outcomes and assessment weighting/type. Quali can be accessed on the <a href="#">Staff homepage</a> under 'quick links'.	Prior to summer moderation		
Design the assessment using the Coursework/Exam Template <a href="#">on BASIL</a> . <b>All assessments</b> , including all resit assessments, for all semesters must be designed prior to the academic year commencing. <b>All assessments must include clear marking criteria and model answers must be provided.</b> <i>N.B The assessment MUST match the details on the MID.</i>	Prior to summer moderation	Submit assessments on time as will be requested via e-mail	
Present the assessments at the summer moderation day. <i>N.B All assessments will be internally moderated at this event.</i>	Summer moderation		
Establish all deadline dates and ensure they are shared with the Course Director or AHoS QA. <i>N.B Deadline dates <b>must</b> be agreed with the Course Director. This is for all assessments across all semesters.</i>	Pre-semester	CD and/or AHoS QA	
Using the internal moderation comments, create the final assignment brief. <i>N.B This is for all assessments across all semesters.</i>	Pre-semester		
Create an e-Module box on each Moodle cohort and add the FINAL assignment briefs and moderation documents. <i>N.B This is for all assessments across all semesters.</i>	Pre-semester		
Upload the final EXAM briefs to SharePoint for external moderation. <i>N.B This is for all assessments across all semesters.</i>	Pre-semester		
Arrange to meet the module teaching team prior to the semester to discuss the teaching plan.	Pre-semester	Teaching team	
<b>Ensure that all of those responsible for marking assignments have blocked out the appropriate amount of time in their calendar.</b> <i>N.B Feedback to be released to students within 15 working days for level 4 and 5 student, 10 working days for level 6 and level 7.</i>	Pre-semester	Teaching team	
Ensure Moodle page is populated utilising the Moodle template.	Pre-semester		
Set up all Turnitin submission links on Moodle, this includes the resits and uploading the CW briefs. For additional support contact the Learning Enhancement Unit (leu.fbl@coventry.ac.uk).	Pre-semester		
<b>Ensure the online reading list is completed.</b> <i>N.B [Department Contact] our Subject Librarian will support. (Talis List)</i>	Pre-semester		
Design all teaching materials and supporting resources – and make sure they are uploaded to Moodle	Pre-semester		

<b>During Teaching</b>			
Ensure that teaching materials are uploaded to Moodle and released to students <b>at least one week in advance</b> of the teaching session. <i>N.B Do not provide printed lecture slides to the students.</i>	Throughout semester		
Ensure that all teaching team members are provided with teaching materials and guidance notes <b>at least one week in advance</b> of the session.	Throughout semester	Teaching team	
Where required, ensure that late enrollers have an action plan to update them on any missed sessions. Consult with your Course Director for more information	Throughout semester	CD if required	
Ensure that the MEQ is booked for the Module ( <a href="#">see here</a> ) <i>N.B Module Leaders will receive an email inviting them to select a date/time.</i>	At the beginning of the semester		
Once completed, ensure the 'you said, we did' document is uploaded to Moodle.	Once the MEQ is completed	Share 'you said, we did' with students	
<b>Consider any changes you wish to make to the MID, teaching materials and assessments for the following academic year.</b> Inform the AHoS QA and CD of any changes you are proposing	<b>All changes to be made by February</b>	CD and/or AHoS QA	

<b>Assessment Marking</b>			
Discuss the marking criteria, requirements and timescales with module team.	Prior to assessment deadline	Teaching team	
Alert the internal moderator to the deadline and likely timescales for moderation.	Prior to assessment deadline	Internal moderator	
Module team to each mark a small number of assignments and share the marked assignments for calibration and mark/feedback consistency.	After assignment submission		
Once marking is complete, module leader to complete a final check to ensure marks are completed and any deferrals are noted.	After marking is complete		
Module leader to collate and refer any academic misconduct concerns to the coordinator. The reporting form is available <a href="#">on BASIL</a> . <i>N.B Any suspected cases should not be marked and a note added to say that the coursework has been referred for investigation. On larger modules, please confirm between marker and Module Leader if the case is indeed an ACO case.</i>	After marking is complete		
Refer to the internal moderator and complete the internal moderation forms. Upload the coursework sample and moderation forms to the E-Module box.	After marking is complete	Internal moderator	

Provisional marks released to students within agreed timescales. <i>N.B Marks cannot be released until internal moderation is completed.</i>	After marking is complete	Students	
<b>Arrange an additional drop-in session for students to obtain additional feedback. Please collaborate with the Course Director to avoid clashes in timing.</b>	Within one week of marks release	CD and students	

### ***Exams (in addition to Assessment process above)***

<b>Ensure that a member of the module team is available to attend the first 15 minutes of the scheduled exam.</b>	On exam date		
<b>Attend the final 15 minutes of the exam, check, sign for and collect the completed papers.</b>	On exam date		
Distribute papers to the module team for marking	On exam date	Teaching team	
Once marking/moderation is complete and checks have taken place, grades can be added to Moodle Gradebook and students notified.	After marking is complete	Internal moderator / Students	
<b>Arrange a timeslot and room for an exam feedback drop in session, advertise this session to students on Moodle. Please collaborate with the Course Director to avoid clashes in timing.</b> <i>N.B All exam papers must be stored according to the Faculty policy and in the relevant cupboard. Students must never be alone with or take away the exam paper.</i>	After marks have been released	CD and Students	
Exam papers to be made available to External Examiners prior to the Subject Assessment Board.	Before SAB date		

### ***Post-Teaching***

<b>Module leader to check all final marks and upload them to Universe</b>	Pre-SAB		
Ensure E-Module box is populated with all coursework samples and moderation documents. Complete the Module Report and include in the E-Module Box.	Pre-SAB		
All modules with hard copy assignments (exams, phase tests etc.) will need to ensure a green module box is completed and provided to registry.	Pre-SAB		
Ensure the external examiner has access to the Moodle page.	Pre-SAB		
Check and sign-off all final marks with registry.	Pre-SAB		
Module leader to attend the SAB and present marks. Where possible, module leader to meet the External Examiner on the morning of the SAB to answer any queries.	SAB		

<b>Resit Details</b>			
Ensure that the resit assignment brief/s are released to students. <i>N.B Resit deadline dates are pre-set by registry, module leaders must adhere to these dates.</i>	Once final marks are released.	Students	
Make visible all resit Turnitin submission links on Moodle (these should have already been set up before teaching). For additional support contact the Learning Enhancement Unit (leu.fbl@coventry.ac.uk).	Post-SAB		
Arrange and advertise resit revision or drop in sessions to all students who have resits. <b>Please collaborate with the Course Director to avoid clashes in timing.</b> <i>N.B This must be actioned to ensure all resit students have adequate support available.</i>	Pre-resit submission	Students / CD	
Ensure that all of those responsible for marking resit assignments have blocked out the appropriate amount of time in their calendar.	Pre-resit submission	Teaching Team	
Alert the internal moderator to the resit deadline and likely timescales for moderation.	Pre-resit submission	Internal Moderator	
Once marking is complete, module leader to complete a final check to ensure resit marks are completed and any deferrals are noted.	After resit assignment submission		
Module leader to refer any academic misconduct concerns to the coordinator, <i>N.B Any suspected cases should not be marked and a note added to say that the coursework has been referred for investigation.</i>	After resit assignment submission		
Refer to the internal moderator and complete the internal moderation forms. Upload the resit coursework sample and moderation forms to the E-Module box.	After resit marking is complete	Internal Moderator	
Resit marks released to students within agreed timescales. <i>N.B Marks cannot be released until internal moderation is completed.</i>	After marking is complete	Students	
Check and sign-off all final resit marks with registry.	Pre-Resit SAB		
Module leader to attend the SAB and present marks.	Resit SAB		

### Key Reminders

- Staff should not deal with extension requests directly. Refer students [here](#).
- Work received late should be awarded a mark of zero. Work is late if submitted after 18:00:59.
- Moderators may not increase or decrease individual students' marks, only raise or lower the marks across a cohort.
- Students may not request a remark of their work, however are entitled to additional feedback on request – this is usually provided in Surgery hours.
- Details of the Conciliation and Appeal's process can be found [here](#).
- Staff and students must use their CU email addresses for all correspondence. Requests from student's personal email addresses should be responded to with instructions for the student to resend the email via their CU address.
- Staff should familiarise themselves with the A-Z of Policies, Guidelines and Procedures [here](#).