

2014/15 Module Delivery Plan

ONLINE version: https://docs.google.com/a/sheffield.ac.uk/forms/d/1k4Sv-PuAWQp5Hcbe0JNXUoHfPXLVWbszPj25kbNHhA4/viewform?usp=send_form

Please complete this form (or the online version) and return to Jennie Hepplestone **by Monday 15th September 2014**. Please save a copy in the relevant Module Box. Ideally ONE form should be completed for each module, even if taught by more than one person. However, if this is not feasible, e.g. for ACAD YR modules, separate forms for separate semesters may be submitted.

1. Module Details

COM Code:	Lecturer:	The Information in this form applies to: (please tick box)	<input type="checkbox"/> Semester 1 only <input type="checkbox"/> Semester 2 only <input type="checkbox"/> BOTH Semesters
------------------	------------------	--	---

2. Assessment

This is the most important part of the form. The data is used to feed in to many other admin systems, including the bar-code database, assignment deadline calendar, DAS, UMS, KIS, mark spreadsheets, scrutiny meetings. Please make sure you fill it in carefully and **if anything changes during the course of the year, please notify Zoe, Jennie and Emily** (or email: com-admin@dcs.shef.ac.uk).

If you are filling in assessment details for a module with multiple codes (both 10-credit and 15-credit versions), the different assessment schemes for each code **MUST** be made clear. Alternatively, please fill in separate forms.

- a) Exams** - Note that unless you have been granted one of the very few exceptions, there should be no 1st and 2nd year exams in the semester 1 exam period – this is a Faculty ruling as from 2012/13, weeks 14 and 15 are used for GEC and EYH.

Formal Exam %:		Exam Period: (please tick box)	<input type="checkbox"/> Jan-Feb only <input type="checkbox"/> May-Jun only <input type="checkbox"/> Both Jan-Feb & May-Jun
Exam Checkers:	#1: #2:		

- b) MOLE Quizzes** - You may skip this section if you do not set any invigilated MOLE quizzes, i.e. under exam conditions. Under the Key Information Set (KIS), these are classed as "Written" assessments and counted as exams, hence the separate category here.

Total MOLE Quiz Component %:		Total MOLE Quiz Duration:	minutes/hours
Dates & Weights (%) of individual quizzes:			

- c) Practical / Coursework** - Please state what proportion (%) of the module (or your half of the module if ACAD YR) is assessed by Coursework (e.g. assignment, lab work, presentation, project etc.)

Coursework components (where relevant):						Please indicate response	
	Assignment Title/Description	P or C ? *	Proposed release date	Proposed submission deadline	% of module mark	Submit to MOLE?	No. of copies submit to Reception **
1						Yes* / No	0 1 2
2						Yes* / No	0 1 2
3						Yes* / No	0 1 2
4						Yes* / No	0 1 2
5						Yes* / No	0 1 2

* **For Assessed Labs only**, is the assessment deemed "Practical" ("assessment of a student's practical skills or competence") or "Coursework" ("a description, summary or other account of an experience or activity") – these are KIS definitions and this data is needed for the KIS. Please enter "P" for practical or "C" for coursework, as defined by KIS.

**You are encouraged to use MOLE for assignment submissions. If work is submitted to MOLE and marked electronically, then no hard copy is needed at Reception. If necessary, students should submit only 1 hard copy to Reception PROVIDING an electronic copy is also submitted to MOLE and "1" is circled above. 2 hard copies should be avoided.

Default Penalty Scheme – If the 5% per day default penalty scheme cannot be used for any coursework based assessment, please give details below, as faculty permission needs to be obtained.

- d) Provision for External Resits** - What are the arrangements for students retaking this module the following year as an external student? Is it essential for students to be in attendance, e.g. for group work, or could an alternative assessment be set for non-attending students? (NB. Internally repeating students will attend and take the normal assessment for the year they repeat).

3. Demonstrating

See: <http://www.dcs.shef.ac.uk/intranet/admin/public/demonstrating.html> for guidelines used when allocating demonstrating.

Please state the TOTAL number of hours needed for the semester, even if 0. We normally agree to 0.5 hrs per student taking the module unless there's a good reason for more, e.g. java teaching. There must be at least 15 students in the class to qualify for a demonstrator.

Semester 1 TOTAL hours requested:		Semester 2 TOTAL hours requested*:	
Explanation for Hours Needed - Demonstrators are supposed to "Assist in delivering pre-determined teaching & related activity under direct supervision, e.g. as a Demonstrator or Teaching Assistant." Consider formative feedback in your statement.			

* If completing this form for an academic year module please indicate if semester 2 information will be given at the start of semester 2.

4. Reflection and Feedback

- a) **Student feedback from last year** – If any, how this has been taken into account in planning the module? Last year's student evaluation is at: https://www.dcs.shef.ac.uk/intranet/archive/staff/2013_2014/studentevaluation/index.html
- b) **Exam board and external examiner feedback from last year** – If any, how this has been taken into account in planning the module? Last year's exam board minutes (including external examiner's comments) are at: https://www.dcs.shef.ac.uk/intranet/archive/staff/2013_2014/examinations/

5. Delivery

- a) **Is the module description on the Web up to date?** Yes / No *If no, please pass amendments to Jennie Hepplestone*
- b) **Is MOLE up to date?** Yes / No *(NB. previous year's content will automatically appear in the new version of a course)*
- c) **Pattern of teaching per week**, e.g. 2hrs Lectures + 1hr Lab; 2hrs Labs + 1hr Lecture; etc.
- d) **Changes** to the module content, mode of delivery, or assessment compared with previous year:
- e) **Specific Technical Resources** – The aim of this section is to find out if the *Technical Support team* need to get involved beyond the standard Departmental setup. As an example, if you use a group project that requires a shared folder, how should this be set up, e.g. clean folder, database requirements? Note that this is not a wish list – it should be guided by what is available within the Dept.
- f) **Data Protection Issues** – please comment if there are any perceived data protection issues. As an example, if you use a group project and students share network folders, what should be done with the data in the folders at the end of the module?