

## 1. 1 Basic Questionnaire: the requirements of the Policy

All courses must use an anonymous course evaluation questionnaire<sup>1</sup> as one of the methods used to enable students to evaluate their educational experience. If a course is taught in 'meaningful blocks', in which there is a clear division of different topics being taught, then it may be appropriate to formally define these blocks as 'course-blocks', and use a questionnaire at the end of each course-block.<sup>2</sup> This is particularly useful if a course lasts over two semesters or over a whole year.

All questionnaires must include, *verbatim*, all of the following five questions (the Core Question Set), at the top of the questionnaire, in this order, with no interspersed questions:

CORE1 (teaching)	The lecturer explained things well. (Scale)
<i>or</i>	
CORE1 (supervision).	My project/dissertation/placement supervisor/ course coordinator was helpful. (Scale)
CORE2.	The course was intellectually stimulating. (Scale)
CORE3.	I am satisfied with the overall quality of the course. (Scale)
CORE4.	What was good about the course? (Open)
CORE5.	How could this course be improved? (Open)

This core set has been devised to capture sufficient information to provide an overall assessment of the course, and to highlight any concerns.

Accordingly, these five questions are considered sufficient for **general, routine** use in evaluating all courses by questionnaire.

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<sup>1</sup> There should be no potential for explicit matching between students and responses.

<sup>2</sup> In this case, it is particularly important that the questionnaires be kept short, and we would advise using only the five core questions.

### 1.1.1 CORE1

There are a range of options for CORE1 (teaching):

Option (a) is the default.

Option (b) should only be used if no member of staff teaching on a course (or course-block) teaches three or more lectures.<sup>3</sup>

Option (b) may be used if there are five or more members of staff teaching on a course (or course-block)<sup>4</sup> – although it is also possible to use option (a) in this case if desired.

- (a) CORE1 (teaching) is repeated for all academic staff who deliver at least three lectures in the course or course-block, with names provided: for example: *The lecturer (HP) explained things well.*
- (b) CORE1 (teaching) is adapted to read “Teaching staff explained things well”, **and** an additional open CORE6 question is included: “Please comment on the teaching abilities of individual staff teaching on this course here”.<sup>5</sup>

CORE1 (supervision) should be adapted as appropriate for a course that only entails supervision of a piece of work, or academic co-ordination when the course comprises a wide range of activities.

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<sup>3</sup> This is because it is typically hard for students to evaluate members of staff who they have not seen frequently.

<sup>4</sup> This is because it is typically hard for students to distinguish between members of staff when a large number of them teach on the same course (or course-block).

<sup>5</sup> CORE6 has been slightly reworded so as to remove the potentially ambiguous term ‘feedback.’