

# Module dossiers as part of the quality assurance system<sup>1</sup> -- December 8, 2014

## 1. Introduction

The Creative Technology Assessment Policy document states (section 6.0)

*The point of departure of quality assurance in the Faculty of EEMCS/EWI is that teachers play a central role in realizing good quality. This also holds for the quality of tests: teachers document their own tests and its quality assurance is initially based on peer review. Teachers invite their peers to give feedback on test schemes, test specifications, tests, detailing work and criteria for grading (peer review) and reflect on test and evaluation results.*

*The key tool here is the course dossier, that is kept per individual course. The course dossier contains information that is either accessible or non-accessible to students. The accessible information includes learning outcomes, course description, organization of education and testing). The non-accessible information includes:*

- 1. Log book: which activities took place regarding the course dossier, and when; e.g. peer reviews*
- 2. Test schemes and test specification*
- 3. Test assignments, detailing work and criteria for grading*
- 4. Test results*
- 5. Evaluation results*
- 6. Peer reviews*
- 7. Reflection by teacher: on test results, evaluation results and outcomes of peer reviews*

This document discusses the implementation of this viewpoint for modules (and module coordinators and teachers)

## 2. What will the Creative Technology module dossier be?

I propose that the module dossier will consist of

(a)

A folder containing information as presented to students via Blackboard and Osiris (module description, learning objectives, and information regarding teaching and tests).

Folder name: *0.Learning Objectives and Manual*

(b)

Additional folders (not accessible for students), 6 in total, as follows:

- 1. Log*
- 2. Assessment – Scheme and specifications*
- 3. Assessment – Assignments and Questions*
- 4. Assessment – Test Results*
- 5. Evaluation Plan and Evaluation Results*
- 6. Check and Act*

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<sup>1</sup> Deze tekst is een bewerking van een eerder document (september 2013) over vakdossiers voor Informatica, van de hand van Hans Romkema.

<http://www.utwente.nl/ewi/onderwijskwaliteit/Kwaliteitszorg/Beleidsvoorstellen/>

The dossier will be renewed every year. So a dossier will be stored in a folder like  
 2014-2015 (1) 201300131 We Create Identity,

i.e. Academic year, (module number in the programme), Osiris code, Name.

Renewal means to copy the entire dossier, and to remove from that copy those contents which will be different next year.

### 3. The module dossier in detail

FOLDER	Contents?	Who posts?
1. LOG	A trace of the edit actions. To make it easier for parties involved to keep track of actions.	every one who edits
2. ASSESSMENT—SCHEME AND SPECIFICATIONS	An account of the test design	coordinator and teachers
3. ASSESSMENT – ASSIGNMENTS AND QUESTIONS	The assignments (for grading) and written tests are stored here.	teachers
4. ASSESSMENT – TEST RESULTS	The coordinator's spreadsheet	?
5. EVALUATION PLAN AND EVALUATION RESULTS	Plans for evaluation (module coordinator, CREEC, University) are stored here, and the evaluation results	?
6. CHECK AND ACT	This is where the module team stores its own evaluation/reflection on the test and evaluation results, (or on the contents of the module dossier in general) and the actions it proposes to take next year	module coordinator

### 4. Questions that arise

Where do we store module dossiers

Blackboard is an option, but in practice not very attractive

The so-called P-drive is an option, there is a template of module dossiers in

*P:\EWI\Projects\Opleidingscommissie-CreaTe\Module\_dossiers*

Surf drive (the Dutch universities' counterpart for Google drive) might be an option

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How is access to (parts of) these dossiers regulated?

The module team must have access (but also the student assistants?)

The Examination Board must have access.

The Programme Committee must have access, but some teachers would want to exclude student members from the *Assessment – Assignments and Questions* folder.

The programme coordinator must have access

Others... like BOZ?

Who is responsible for what?