



Preparation: approximately 6 months before the start of the module.

Start of the Module

End of the module

Evaluation



**Meeting tool:** You can use the whiteboard poster for the module meeting (available in the toolbox) to discuss or fill in the content of the module, learning objectives, planning/timetable and points of discussion and agreement. If you don't use the whiteboard poster, it is helpful that you have an agenda and evaluation format containing the elements that need to be discussed. In addition, it is recommended to plan two meetings during the preparation phase.



**Peer feedback:** At this stage you can also ask a colleague to evaluate your exam(s). Sometimes it can be very helpful to receive feedback from a peer, to get new insights and to improve the quality of your assessments.

- Administration
- Content related activity
- Organizational