** APPENDIX GA34**

**MODULE ASSESSMENT APPROVAL FORM**

**(INCLUDING COLLABORATIVE PROVISION)**

This form is used to ensure that assessment specifications have been through an internal review process prior to external examination/approval and release to students. It should include details for each assessment for a particular module. The assessment tasks, criteria and marking scheme should accompany this form. **NOTE:** **It is important that the Moderator and External Examiner see all the assessments tasks (including examination papers) for a module at the same time, to enable them to ensure that the proposed assessment tasks fulfil the learning outcomes.**

**UWTSD PROVISION:** **please submit the completed document to the appropriate Programme Manager.**

**COLLABORATIVE PROVISION: please submit the completed document to the Partnership Team Leader. This must be in accord with specific arrangements for sharing electronic documents (e.g. via SharePoint or similar).**

The assessment tasks, criteria and marking scheme **FOR EACH ASSESSMENT COMPONENT** within the module should accompany this form. **ONE APPROVAL FORM IS REQUIRED PER MODULE.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PARTNER** (and taught location if relevant)**:** |  | | | | |
| **EXTERNAL EXAMINER NAME:** |  | | | | |
| **MODULE COORDINATOR:** |  | | | | |
| **MODULE TITLE:** |  | | | | |
| **MODULE CODE:** |  | | **MODULE LEVEL:** | |  |
| **TYPE OF ASSESSMENT(S):** | Coursework | Examination | | Practical | |
| **LANGUAGE OF ASSESSMENT(S):** |  | | **TRANSLATION REQUIRED** | | Yes  No |
| **FOR EXAMINATIONS SPECIFY BELOW ANY ADDITIONAL MATERIAL(S) TO BE USED IN THE EXAMINATION** | | | | | |
| *This box will expand as you type* | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERNAL MODERATOR PLEASE TICK TO INDICATE THAT THE ASSESSMENTS INCLUDES:** | | *Please* ***✓*** | | **Comments** |
| **YES** | **NO** |
| 1 | Tasks that are specified clearly, accurately and comprehensibly, with appropriate use of language and neat presentation |  |  |  |
| 2 | Tasks which enable the module learning outcomes to be demonstrated (as per the module syllabus) |  |  |  |
| 3 | Tasks which conform to the assessment described in the module syllabus |  |  |  |
| 4 | Tasks which are written at the appropriate level of the Framework for Higher Education Qualifications (see <https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks> |  |  |  |
| 5 | Clear criteria for assessment and guidance about how marking/grading will be applied |  |  |  |
| 6 | Guidance about expected evidence for submission, e.g. essay or report, word count, bibliography and references |  |  |  |
| 7 | Reference to good academic conduct, for example  referencing, plagiarism and Turnitin |  |  |  |
| 8 | **Actions to complete**  *This box will expand as you type* | | | |

|  |  |  |
| --- | --- | --- |
| **SIGNATURE OF APPROVAL:** | **SIGNATURE** | **DATE** |
| **INTERNAL MODERATOR:** I confirm that this version of the assessment specification is ready to be sent to the External Examiner/Partnership Team Leader |  |  |

**ONLY TO BE COMPLETED IF THE ASSESSMENT IS LINKED TO A COLLABORATIVE PARTNER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PARTNERSHIP TEAM LEADER PLEASE TICK TO INDICATE THAT THE ASSESSMENTS INCLUDES:** | | *Please* ***✓*** | | **Comments** |
| **YES** | **NO** |
| 1 | Tasks that are specified clearly, accurately and comprehensibly, with appropriate use of language and neat presentation |  |  |  |
| 2 | Tasks which enable the module learning outcomes to be demonstrated (as per the module syllabus) |  |  |  |
| 3 | Tasks which conform to the assessment described in the module syllabus |  |  |  |
| 4 | Tasks which are written at the appropriate level of the Framework for Higher Education Qualifications (see <https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks> |  |  |  |
| 5 | Clear criteria for assessment and guidance about how marking/grading will be applied |  |  |  |
| 6 | Guidance about expected evidence for submission, e.g. essay or report, word count, bibliography and references |  |  |  |
| 7 | Reference to good academic conduct, for example  referencing, plagiarism and Turnitin |  |  |  |
| 8 | **Actions to complete**  *This box will expand as you type* | | | |

|  |  |  |
| --- | --- | --- |
| **SIGNATURE OF APPROVAL:** | **SIGNATURE** | **DATE** |
| **PTL:** I confirm that this version of the assessment specification is ready to be sent to the External Examiner |  |  |

***For completion by the External Examiner:***

This assessment specification has been subject to internal scrutiny and approval processes. As External Examiner, please consider and comment on its suitability. The assessment tasks, marking criteria and marking scheme accompany this form.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EE Approval** | | **EXTERNAL EXAMINER COMMENTS** |
| **YES** | **NO** |
| **FIRST DRAFT** |  |  | *This box will expand as you type* |
|  |  |  | **Signature and date:** |
| **FINAL DRAFT** |  |  | *This box will expand as you type* |
|  |  |  | **Signature and date:** |

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH**