

# End-of-Module Evaluations

This “best practice guide” provides some suggestions that may help to encourage students to complete their evaluations. It has been put together using feedback from staff and students.

Theme	Suggestions
<b>Feeding forward</b>	<p>At the start of the module, let your students know what has changed this year in response to feedback from previous years.</p> <hr/> <p>Take 10 minutes in class to share headline issues from the mid-module evaluations and your response to these issues. Organise your responses into three categories (changes that can be made for the remainder of the term, changes which can only be made for future occurrences, and changes which cannot be made).</p> <hr/> <p>Record a prepared video response from the appropriate level of management (HoS / DTL) and upload to Blackboard. This could outline changes that have been made across the School / Department following student feedback.</p>
<b>Promoting evaluations – before a survey has opened</b>	<p>Let your students know that there will be an end of module evaluation form for them to complete at the end of term. You might stress the value of student feedback (opportunity for students to share their experience on their module, identifying improvements in teaching and learning within the School, and sharing good practice) and what has changed on the module as a result – see “Feeding forward”.</p>
<b>Promoting evaluations – once the survey has opened</b>	<p>Allocate 5-10 minutes in a teaching session for students to complete the evaluation. You could include a link to the student module evaluation portal (<a href="https://reading.surveys.evasysplus.co.uk/">https://reading.surveys.evasysplus.co.uk/</a>) in your lecture slides.</p> <p>Alternatively, open the survey within the <a href="#">module evaluation staff portal</a> and display the <b>QR code</b>. You may also wish to track live response rates during a teaching session to further encourage participation. For further information on how to do this please visit the <a href="#">module evaluations website</a>.</p>
	<p>Advertise the link to the student module evaluation portal (<a href="https://reading.surveys.evasysplus.co.uk/">https://reading.surveys.evasysplus.co.uk/</a>) via as many channels as is</p>

Theme	Suggestions
	<p>appropriate for your module – email, Blackboard, blog posts, social media.</p> <hr/> <p>If you are promoting evaluations via Blackboard, you could include the link (<a href="https://reading.surveys.evasysplus.co.uk/">https://reading.surveys.evasysplus.co.uk/</a>) in any regular Blackboard announcements. Packaging the request with pre-class reading / preparatory work may make it harder for students to ignore the message.</p> <p>If you want to keep evaluation reminders separate, you could try including an image to make the message stand out.</p> <hr/> <p>Ask a student rep if they would be willing to remind and encourage their peers to complete the evaluations.</p> <hr/>
<b>Timing</b>	<p>If the proposed open date for your survey, as agreed with DTLs at the beginning of the year, is no longer appropriate (e.g. it will now coincide with a class test or deadline) then please contact the Module Evaluation Team to discuss an alternative date (<a href="mailto:module.evaluation@reading.ac.uk">module.evaluation@reading.ac.uk</a>).</p> <hr/>