



FOR INFORMATION ONLY – THE ONLINE FORM DOESN'T QUITE FIT INTO A WORD DOC FORMAT

We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

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Akoranga aromātai hoahoa | Course evaluation and planning

You are completing the CEP for the following course(s):

Semester	Semester 1 2020 (1202)
Course ID	011111 Course Offering # 1
Course code:	SUBJ 3000
Course name:	Exemplar
Programme:	PROG
Prospectus code:	CA1111
School:	SCHOOL
APM/AL:	John Smith

Hover over highlighted field for tips on how to complete the form.

The course coordinator is responsible for completing this evaluation.

Please enter the course coordinator's name?

A2. Please enter all contributors to this CEP form.

Contributor 1	
Contributor 2	
Contributor 3	
Contributor 4	
Contributor 5	

Section B: Before the Course Begins

Reflections on Course Improvements

This section is to be completed before the course begins and addresses kaitiakitanga (guardianship)

B1.

Have you reviewed the Course Descriptor to confirm planned delivery meets the requirements of this course?

☒ Yes

☐ No

B2.

Pre-moderation is required if there have been any changes to the assessment or if it is a new assessment.

Have the assessments for this course been pre-moderated?

☐ Yes (enter date DD/MM/YYYY)

☒ No

B3.

Have there been any changes made to this iteration of the course?

☐ Yes

☒ No

B5.

Briefly state how you will embed Māori & Pacific course content into this course. Click on this link for [I See Me initiative to Moodle course](#)

B6. Briefly state which teaching and learning practices that are culturally familiar to Māori and Pacific students will be used.

Section C: As the Course Runs

Assessment & Student Achievement

This section is underpinned by Unitec’s guiding principles: kaitiakitanga, whakaritenga & rangatiritanga.

Access the CEP Dashboard to obtain the data for this course, contact your [AAQ](#) or email TKKinsights@unitec.ac.nz to request data if you need help.

C1.
Enter student enrolments and withdrawals for the course

Enter Number of Students

Start of Course:

End of Course:

Number of No Shows:

Number of Withdrawals:

C2.
List reasons for withdrawals or lack of attendance (if known):

C3. After each assessment, enter the following results and reflect on the results here.
Use the scroll bar at the bottom of the table to complete all of the fields.

	Assessment	Student Performance			
	Assessment Name	Assessment Weighting (%) - enter whole number only	Number of passes	Number of fails	Number of submissions
Assessment 1					

Group presentation	whole number only	passes	fails	submitted

	Assessment Evaluation	Internal Post Moderation
	Provide brief comments on student's achievement for this assessment (e.g. priority students, success/fail rates)	Enter date of Internal Post Moderation for this assessment
Assessment 1		Assessment Date
Assessment 2		
Assessment 3		
Assessment 4		
Assessment 5		

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Section D: When the Course Ends

Reflection & Evaluation

The following Unitec values underpin this section: rangatiratanga, kaitiakitanga, mahi kotahitanga.

D1.

Overall Student Achievement in this Course

Enter the results below.

Click on this link to access the [CEP data on dashboard](#), contact your [AAQ](#) or email TKKinsights@unitec.ac.nz to request data if you need help

Enter whole numbers (must add zero if none)

Successful Course Completion Rate (SCC%)	
Number of Passed Grades (A,B,C,M,P,R)	
Number of Failed Grades (D,E,NC)	
Number of Deferred Grades (DEF)	
Number of Withdrawn Grades (W)	
Number of Did Not Complete Grades (DNC)	
Number of Exchange Student Grades (ES)	
Number of Missing Grades	

D2.

Reflect on these results.

How do these results compare with previous semesters? (This commentary will be useful to inform the PEP)

D3.

Achievement of the following groups

Enter the results for each group.

Click on this link to access the [CEP data on dashboard](#), contact your [AAQ](#) or email TKKinsights@unitec.ac.nz to request data if you need help

	Headcount	Successful Course Completion Rate (SCC%)
Māori:		
Pacific:		
Under 25s:		
Internationals:		

D4.

Reflect on the successful course completion rates for the above groups.

(Why did you get the results you did? Do you need to do anything differently next time?).

D5.

Course Level Guidance and Support

How many students were identified as needing additional guidance/support?

D6.

What support was offered?

D7.

Comment on how effective student support has been (if known).

D8.
Student Feedback on Course and Teaching
The following questions relate to any feedback from students on the course and teaching.

List any positive or negative themes identified from surveys & evaluations

D9. Enter details of any improvements or changes that have been made based off the student feedback.
Use the scroll bar at the bottom of the table to complete all of the fields.
(maximum of 5)

	Improvements Based off Student Feedback		
	List any proposed improvements or changes which have been made	When will it be implemented?	How will it be evaluated?
Improvement 1			
Improvement 2			
Improvement 3			
Improvement 4			
Improvement 5			

D10.
How have students been informed of any changes made as a result of student feedback (i.e.in the previous semester). If they haven't been, state why not.

D11.

How have you engaged with stakeholders to inform the delivery of this course? (Eg, guest speakers, workplace input, etc)

D12.

Course External Moderation

What date was the latest external moderation conducted for this course?

Date completed

D13.

Resourcing and Any Other Issues

Comment on the availability of the resources needed to deliver this course.

D14.

Did you feel well supported to deliver the course?

☐ Yes

☒ No

D15. Please explain your answer in terms of the level of support you received.

D16.

List any recent Continuous Professional Development (teaching or industry related) which influenced the delivery of this course?

D17.

In what way(s) did this professional development impact on the teaching and assessment of the course?

D18.

List any unresolved issues relating to the teaching and assessment of this course.

D19.

Did you embed Māori & Pacific course content into this course? ([I See Me](#))

☐ Yes

☒ No

D20. Did you use teaching and learning practices that are culturally familiar to Māori & Pacific students? ([I See Me](#))?

☒ Yes

☐ No

☐ Not sure

D21.

What impact did the use of these practices have on learner engagement and success?

D22.

Proposed Course Improvements

Are any changes to the course or the delivery needed to improve outcomes?

☒ Yes (If yes, briefly state what and why)

☐ No

D23.

Have copies of all complete summative assessments been retained? (all summative assessments must be maintained for at least 12 months)

- ☒ Yes
- ☐ No (If no, please explain why)

D24. Overall, taking the following elements into consideration, how would you rate the performance of the course (using the rating scale shown below)?

Consider:

- Success of all students as well as specific priority group students
- Pass rates of different assessments
- Student attendance/retention
- Student support – what has been provided to students and how useful was it to them
- Moderation outcomes and the value of moderation
- Student feedback
- Impact of institutional processes
- Trends or themes from the above

Use the following rating scale

Excellent	• Performance is exceptional • Highly effective contributing processes • Very few gaps or weaknesses • Any gaps or weaknesses have no significant impact and are managed very effectively
Good	• Performance is generally strong • Effective contributing processes • Few gaps or weaknesses • Gaps and weaknesses have some impact but are mostly managed effectively
Marginal	• Performance is variable • Inconsistent contributing processes • Some gaps or weaknesses have some impact, and are not managed effectively
Poor	• Performance is unacceptably weak • Ineffective contributing processes • Significant gaps or weaknesses have significant impact, and are not managed effectively • Does not meet minimum expectations or requirements

- ☐ Excellent
- ☒ Good
- ☐ Marginal
- ☐ Poor

D25. For what reasons do you give the course that overall rating?

Thanks for your participation. Please click on the right arrow button below to complete the end of CEP and you will be directed to view and download a summary of your responses.

Survey Powered By [Qualtrics](#)