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| **Module code** | **Module Title** | **Year/Autumn/**  **Spring/Summer/**  **Block** |
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| **Module Leader** |  |
| **Subject Standards Board** |  |
| **School** |  |

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| **Provide commentary** | | | | |
|  | | | | |
| **List actions required below** | | | | |
| **Date** | **Action required** | **Responsibility** | **Action Update** | **Action complete - Yes/No with date** |
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Using Business Objects, Module Leaders are expected to analyse and comment on student performance data and develop actions where poor performance has been identified. They should discuss actions where a module’s results fall into one or more of the following categories:

* *an average module mark of 48% or less;*
* *a pass rate below the minimum threshold (75% pass rate excluding withdrawals for Levels 3 and 4, 80% for Level 5 and 85% for Level 6).*

This action plan should detail all actions taken to improve the module either during its delivery or following completion. These actions may be prompted by a range of factors. Those itemised below should all be taken into consideration where appropriate, but this list is not exclusive.

* *Student feedback*: Student-Led Module Survey, course committees, NSS feedback, student representatives
* *Summative performance data***[[1]](#footnote-1)**; completion rate, pass rate, average mark and grade distribution
* *External examiner feedback*: informal discussions, feedback to Subject Standard Boards, annual report
* *Delivery issues*: curriculum development, professional body requirements, employability or work-related issues, issues with assessment components, class experience

The commentary section does not require a full overview report, but should be used to provide any background information that contextualises the actions listed. While it is not expected that data should be reproduced here, reference should be made in the commentary to the key statistics underlying the actions.

***The grid may be expanded by inserting additional rows as required.***

1. Available in Business Objects. [↑](#footnote-ref-1)