

## Faculty of Education

### GUIDELINES FOR LECTURERS ON COMPILING MODULE FILE RECORDS

#### 1 Background

In adherence to the [Records, Archives and Museum Management Policy](#) and the [NWU File Plan](#) it is compulsory for lecturers to keep module files for the programme and/or module they are responsible for presenting. The faculty requires lecturers to use OneDrive for storing and managing records. Records must be accessible in cases of audits or quality evaluations.

The records must contain or make reference to where records are stored, on the following information: the module overview document (MOD), semester plan, all assessments, exam papers, memoranda, reports of internal and external moderators (including CVs of external moderators), examples/photocopies of marked assessments and exam papers, marks, all supporting study material, and feedback of students.

In the case of modules offered via e-learning, records of the module can still be kept. Depending on the format in which the eFundi learning interface is being developed, there are various alternatives for downloading material placed on eFundi sites, for example all resources can simultaneously be downloaded, and the lessons can be exported. An academic advisor at the Centre for Teaching and Learning can provide step by step guidelines and training to lecturers on the process.

The records must be kept for three years after the presentation of a module and stored centrally at the relevant School.

#### 2 Guidelines for indexing of module files

An example of an index is provided below for maintaining module file records. Depending on the nature of the module, items may be removed or added to ensure relevance to the subject area. Lecturers can also modify the order of items. As mentioned in point 1, references can be made to indicate where records are stored, such as in the case of moderators' reports, which may be kept at the office of the School Director.

School directors must provide leadership to put a school process in place and assign specific school, programme and/or subject group administrators to advise and support lecturers in keeping module file records.

##### 2.1 Module File Index Template

Please refer to point 2 for guidance of adapting the index to suit individual requirements.

## MODULE FILE INDEX

### Faculty of Education

Module Code: \_\_\_\_\_

Description	Reference
<b>Class attendance administration</b>	<b>7.1.3</b>
Class List	7.1.3.1
Attendance registers	7.1.3.2
Medical certificates	7.1.3.4
<b>Class test/assignment administration</b>	<b>7.1.7</b>
Results lists (Admin Officer)	7.1.7.1
Collection register for formative assessments (if applicable)	7.1.7.3
Participation mark statement (Admin Officer)	7.1.8
<b>Presentation/delivery</b>	<b>8.1.6</b>
Module Overview Document (MOD)/Study guides	8.1.6.1
Teaching-learning supportive audio and digital study material	8.1.6.2
Student feedback/evaluation of the module <i>[A summary page can be included]</i>	8.1.6.4
Lecturer responsibilities	8.1.6.5
Textbook lists	8.1.6.7
<b>Formative Assessment</b>	<b>8.1.7.1</b>
Assessment planning	8.1.7.1.1
Test/assignment papers	8.1.7.1.2
Examples of Class test/assignment answers from students	8.1.7.1.3
Class test/assignment memorandums	8.1.7.1.4
Moderator's report	8.1.7.1.5
<b>Summative Assessment</b>	<b>8.1.7.2</b>
Assessment planning	8.1.7.2.1
Examination papers	8.1.7.2.2
Examples of marked examination answer books	8.1.7.2.3
Examination paper memorandums	8.1.7.2.4
Internal moderators' reports	8.1.7.2.5.1
External moderators' reports	8.1.7.2.5.2
<u>Remarking process (8.1.7.2.5.3)</u>	8.1.7.2.5.3.1 Request form
	8.1.7.2.5.3.2 Result form
<b>The following sections ONLY need to be provided in the instance of an external programme evaluation</b>	

CV of external moderator(s)	
List of qualifications if the module is also presented as part of other qualifications	
List of outcomes of the module as included in the academic calendar	
Throughput rates for the module <i>[Reference can be made to the school's report on throughput rates to the Teaching-Quality Committee]</i>	8.5.4
Evidence of addressing issues and at -risk students	
Evidence of addressing student disputes and grievances	
Lecturer – Evidence of professional development	
Lecturer teaching statement and reflection	