

Module Coordinator Role and Responsibilities

Each module will have a Module Coordinator who is responsible for the day to day management of the module as a whole. This will include working with the module team to ensure the quality and comparability of the student experience. The module coordinator will be responsible for all instances of their assigned module irrespective of when the module is run. There will be no additional module coordinator to cover non-traditional delivery patterns. This will also help to ensure the continued quality and comparability of the scheme and the student experience.

All Module Coordinators are expected to:

- Ensure that the teaching and assessment of the module complies with the approved module descriptors.
- Attend Boards of Studies.
- Maintain the currency of the curriculum content through regularly reviewing the teaching and learning approaches and proposing appropriate amendments.
- Revise and update the content and assessment of the module, the latter in line with University and College/School policies.
- Prepare and distribute details of preparatory reading requirements in the form of an appropriate reading list to be provided where possible within the student handbooks (where specified).
- Ensure the appropriate monitoring of student attendance in lectures and seminar sessions and report to the appropriate senior staff any students failing to meet the minimum attendance requirement for the module.
- Liaise with the Library and VLE teams to ensure that appropriate and current resources/materials are available for students.
- Liaise with the appropriate Programme Directors/Examination Officer to identify a list of suitable internal moderators for the module.
- Report any amendments to the module to the appropriate Programme Director(s).
- Oversee the marking, moderation and timely return to students of all assessments and feedback in line with university policy.
- Co-ordinate the creation and confirmation of assessments in liaison with the Examinations Officer and External Examiner (where appropriate).
- Oversee examinations and attend examination boards.
- Provide the appropriate Programme Director(s) with details of the submission dates for all assessments prior to the commencement of each session.
- Co-ordinate the timely distribution of clear marking criteria for students prior to each assessment (unless specified in the handbook).
- Organise the distribution of assignments to internal markers if appropriate.
- Check and confirm final module marks prior to Examination, Progression and Awards Boards.
- Advise students during the module pre-selection process.

- Complete [Annual Module Review](#) and contribute to the [Annual Programme Review](#) process, ensuring that teaching, learning and assessment approaches reflect a culture of inclusivity for students and making reasonable adjustments where required.
- Create and maintain a VLE site for the module, including compliance to University's VLE Minimum Standards and Expectations.
- Promote and review student module feedback through the EvaSys system.

Approved by the University's Learning and Teaching Committee: 2006

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