**Module box contents checklist**

This should be completed by the module leader and left in the module box in the academic administration office

**Module number………………………………… Year** 2017/18

**Module title…………………………………Module leader………………**

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| **Item** | **Notes/details** | **√ if included** |
| Module reference sheet. |  |  |
| Module handbook. |  |  |
| Assessment briefing materials (if not included in the module handbook). |  |  |
| Full lecture programme (if not included in the module handbook). |  |  |
| Minutes of any meetings relevant to the module. |  |  |
| A complete list of module marks. |  |  |
| A 10% moderated sample (or photocopies) of each examination and the highest weighted coursework assessment (or one of any equally weighted coursework assessments) for the module, subject to a minimum of five assessments, spanning the full range of marks awarded, including, where applicable, examples of borderline grade assessments, first class and fail submissions, PLUS a 10% non-moderated sample (or minimum of five assessments, and spanning the full range of marks awarded) from any coursework assessment forming part of the module from which no moderation sample has already been taken due to the coursework assessment being of equal or lower weighting to that selected for moderation. |  |  |
| Internal moderation forms. |  |  |
| Past module leader review sheets (from previous academic year). |  |  |