

Staff Brief: Stage Evaluation

Student Opinion Surveys Basics:

The University gathers student feedback at all levels of its offer, from undergraduate to postgraduate taught and research programmes to distance learning and Continuing Professional Development (CPD) courses, with the intention of supporting openness, responsiveness, and improving the student experience.

This staff brief will help you support you and your students through the stage evaluation process.

What is it?

A stage evaluation allows UG students to comment on a specific stage within their programme of study, including teaching and learning experiences during that stage. From academic year 2016/2017 onwards, all stages other than the intercalating and final stages of UG programmes should be evaluated every year. A stage evaluation takes around 15 minutes to complete.

Who is eligible?

Eligible students include all full-time and part-time UK, EU, and international UG students, except intercalating and final stage students, at all learning locations (e.g., Newcastle, Malaysia, Singapore, and London), including distance learners and study abroad and exchange students.

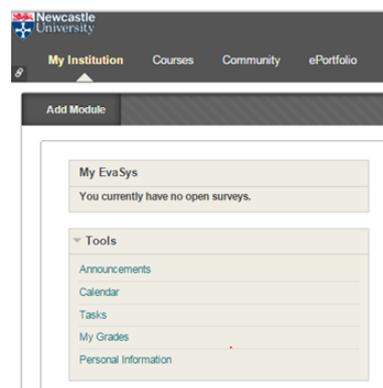
What should you tell your students?

First, tell your students how their feedback is used within your School and for the particular programme they are on, emphasising why they should take the time to respond. Students who feel their views are valued are more likely to take the time to complete a student opinion survey. Reiterate that you need to know what they think so the programme can address issues and keep doing what is valued. It is the students' opportunity to say what worked and what need to be improved at each stage of their programme.

Research shows a personal invitation to participate works best and results in higher response rates. Programmes may want to include several personal reminders from a Degree Programme Director (DPD) or the Director/Head of Excellence in Learning and Teaching (DELT/HELT) in addition to EvaSys emails.

You can tell your students that EvaSys administers stage evaluations, and that EvaSys is the same system used for module evaluation. They will receive an email from EvaSys inviting them to participate, including a personalised hyperlink to the stage evaluation, and depending how your Stage Evaluation Administrator set up reminders will receive several email reminders before the evaluation closes. Remind them that you value their responses and that the more students who complete the survey, the more representative the results.

Schools that provide a dedicated session related to a given survey tend to have higher response rates. For stage evaluations, it might be helpful to arrange a session in a computer cluster during Induction/Welcome Week that not only welcomes students back, but asks them to reflect on their previous stage of study by completing their stage evaluation. If a computer cluster is not available, you can always ask students to pull out their mobile devices, check for the link in an email reminder, and complete the evaluations. Alternatively, under the My Institution tab within Blackboard, your students should be able to all their open surveys.



Emphasise the survey is anonymous so no one can be identified from the results. Students on small programmes may be concerned about providing responses, again remind them that results will never be analysed in such a way that could identify individual students from their responses.

What does a Stage Evaluation cover?

Stage evaluations vary depending on the stage, with questions focusing on the following topics:

- curriculum
- assessment and feedback on academic work
- academic support
- access to learning resources
- facilities
- representation and academic community

Do we offer any incentives to students to complete a Stage Evaluation?

The University does not support a centralised incentivisation scheme for completing a stage evaluation.

How will I see the results?

EvaSys creates reports comprising the quantitative and qualitative responses. Your School Administrator/Manager will receive all reports and will then forward them to relevant DPDs or other identified individuals. Service related responses will be sent to the appropriate Service.

How Academic Unit share results varies; this is agreed locally. The quantitative results should be discussed at relevant Boards of Studies (BoS) and Student-Staff Committees (SSCs). Academic Units and Services are required to respond to student feedback with plans that identify any agreed actions, timescales for implementation, and who is responsible for each action. These plans should be received at relevant BoS and SSCs and appear in their minutes.

Relevant action points and examples of effective practice should be included in Annual Monitoring and Review reports. Services report their responses and actions in the annual Planning Update, presented to the Student Experience Sub-Committee.

How does a Stage Evaluation fit with other student opinion surveys?

Survey	Fieldwork	Results* Availability
Module Evaluation	dates set by subject area / School	results are available shortly after the module ends
Stage Evaluation	dates set by subject area / School	results are available shortly after the Semester in which the survey was held
 National Student Survey	early-February to 30 April	August / September; results available: https://internal.ncl.ac.uk/planning/performance/student-survey/index.htm
 Postgraduate Taught Experience Survey	mid-April to mid-June	July; previous years' results available: https://internal.ncl.ac.uk/planning/students/ptes.htm
 Postgraduate Research Experience Survey	early-March to late-May	July; previous years' results available: https://internal.ncl.ac.uk/planning/students/pres.htm
 isb INTERNATIONAL STUDENT BAROMETER	mid-October to early-December	March; results available: https://internal.ncl.ac.uk/planning/performance/isb.htm

How do students know we responded to their feedback?

In an effort to close the student feedback loop, we use our [You Said, We Did](#) website to provide examples of how the University (i.e., centrally and locally at Academic Unit/Subject Area) has listened and responded to student feedback. Please send examples of change you have done based on student feedback to newcastlestudentsurveys@ncl.ac.uk.

For more information email newcastlestudentsurveys@ncl.ac.uk