**Guidelines for carrying out interim and final evaluations of courses under the board of studies at the School of Culture and Society**

**Introductory remarks:**

The guidelines are intended to clarify and elaborate on the general guidelines for teaching assessment adopted by the School of Culture and Society in 2016 (see: <https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/IKS_Evalueringspolitik.pdf>).

Item 1 in the guidelines states that the evaluation policy must contribute to:

“*developing and assuring the quality of individual courses and supervision processes in order to improve student learning outcomes, as well as ensuring that the individual study programmes are research-based”.*

It should be emphasised that both interim and final evaluations must focus on the quality of *the course of study* in the light of the learning objectives of the course. Teaching staff and students should therefore not see the evaluation and procedure as an invitation to evaluate the teacher’s *personal characteristics*.

**Guidelines:**

1) The teacher must state in the course plan during which lessons the interim and final evaluations will take place. Interim evaluations may also be carried out in connection with courses taking place over less than seven weeks.

2) In the first lesson, the teacher and students balance their expectations according to the school’s guidelines.

3) The teacher notifies the students about the interim evaluation in the lesson preceding the interim evaluation. The teacher encourages the students to consider before the next lesson the items stated in the school’s guidelines, as well as whether there are any specific aspects of the planning of the teaching which should be adjusted in the second half of the course. The students are also encouraged to select a spokesperson who can present the students’ viewpoints at the oral interim evaluation.

4) The form used for the written evaluation must be made available in Blackboard at least three days before the penultimate lesson. Time should be set aside during the lesson for the students to complete the evaluation form. The deadline for completing the form must be shortly after the penultimate lesson, allowing the teacher to make the results and comments available to the class in sufficient time for both parties to prepare for the discussion of the results during the last lesson. It must be made clear to the students before they complete the form that their comments will become available to the entire class.

5) Students are encouraged to select a spokesperson (may be the same as the one in the interim evaluation), who can present points of criticism on behalf of the class during the last lesson, as well as formulating the comments that the students wish to make in the written final evaluation.

6) During the last lesson, sufficient time is set aside for a thorough discussion of the results of the evaluation. Focus should be on which parts of the course were successful in relation to the learning objectives of the course, and which parts can be improved.

7) Within one week after the last lesson, the teacher and a student representative must complete the final evaluation report for the course (see form below). The student representative (the spokesperson if the students have selected one) may leave it to the teacher to make a summary of the students’ comments, but the representative must approve the wording of the summary before the report is completed.

8) The draft evaluation report prepared jointly by the teacher and the student representative must be uploaded to Blackboard. The rest of the class can comment on the draft by a specified deadline. The comments can be sent to the student representative, who then discusses possible revisions of the text with the teacher. The student representative and the teacher jointly decide whether and how the draft is to be revised.

9) The final document is signed by the student representative and the teacher, uploaded to Blackboard and sent to the head of department. The two parties should only sign the document if they agree on the wording.

10) The degree programme board decides whether the comments made in Blackboard should be sent to the head of department. Sensitive comments, e.g. criticism of named students or visiting lecturers, must be anonymised (deleted) by the teacher before the evaluation and comments are sent to the head of department/the degree programme board.

**FINAL EVALUATION REPORT TEMPLATE:**

**Final evaluation report for courses at the Department of XX**

The completed form must be sent to the head of department ([xx@cas.au.dk](mailto:xx@cas.au.dk)) no later than 30 May (in spring semesters) or 20 December (in autumn semesters).

***The name of the teacher:***

***Semester:***

***Course name and degree programme:***

***Official number of registered students/number of participants in the Blackboard evaluation:*** *xx/yy*

(If possible and desired, the teacher can add information about the number of students actually participating in the course to avoid including ‘ghost students’).

1. Summary of the final evaluation, including issues mentioned during the discussion of the evaluation results, with particular focus on what went well and what can be improved:
2. Comments which the students wish to include:
3. Comments by the teacher:

***Date:***

***Student representative Teacher***