Support for Evaluation
A guide for staff

There are a number of staff within the institution who share experience and expertise evaluating. If you are looking for generic help with evaluation, including resources and templates, the Evaluation and Impact website is a great place to start.

https://sites.reading.ac.uk/evaluation-and-impact

For further help or bespoke support, you may be interested in contacting the following services:

What do you need help with?	Where to go
Data →	**PSO** (Whiteknights House, Floor 2) The Planning and Strategy Office is responsible for providing information, interpretation, analysis and commentary on qualitative and quantitative institutional and sector teaching and learning data. PSO maintains a number of teaching and learning themed dashboards, which can be accessed via the University website. In addition, PSO host a number of SPELT and TEF related data packs and other related files, which can be accessed via OneDrive (access to these are limited to those who are directly involved in these processes). **www.reading.ac.uk/internal/planning**
Evaluation as part of the Curriculum Evaluation of T&L Projects /Activities /Initiatives Support using the Evaluation and Impact Framework →	**ADE** (Blandford Lodge) The Academic Development and Enhancement (ADE) team leads in championing teaching and learning at the University of Reading. They work with colleagues across the institution to create a thriving community where teaching excellence underpins student success. The Evaluation and Impact Team support colleagues to become more systematic in their approach towards evaluation of T&L activities and dissemination of their impact. The team offer 1:1 or group support to discuss the enhancement of evaluation practices and can also provide advice and guidance on how to use the Evaluation and Impact Framework to demonstrate impact. As part of curriculum review, the Curriculum Framework Team within ADE are able to support staff in Schools to evaluate the current and anticipated impact of enhancements/changes/interventions made and support the embedding of this into business as usual. Evaluation data can also be provided for specific activities run by ADE such as the T&L programme. **www.reading.ac.uk/reading-cqsd/developing-and-enhancing**
Using technology to gather student feedback Evaluating your use of Technology Enhanced Learning →	**TEL** (Blandford Lodge) The Technology Enhanced Learning (TEL) team can show you ways of gathering feedback from students using a range of technologies, both online and in the classroom. They can also share techniques and good practice to help you plan and undertake this successfully. The Technology Enhanced Learning (TEL) team can also support you in evaluating the impact of your use of technology on your students' learning experience, including writing questions for use in surveys and focus groups. The team can also explain what data is available about your students' interaction with the online courses, activities and resources that you provide through systems such as Blackboard. **https://sites.reading.ac.uk/tel**
Policy matters and formal student evaluation →	**QAP** (Blandford Lodge) The Quality Assurance and Policy (QAP) team are able to assist with questions related to T&L policy and module/programme evaluation. The QAP team can also help with cyclical review activities including Periodic Review, Annual Quality Assurance Reviews, and Annual Review of Collaborative Provision. All of these activities should help staff to engage in critical reflection about their teaching and learning activities. Colleagues will also be happy to discuss any issues around the programme approval and amendment processes, and the creation of new teaching partnerships. **http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/**

Access and Participation related questions

Careers and employability related questions

→

Student Services (Carrington Building, first and second floor)

Student Services is dedicated to delivering a high standard of advice and guidance to students, fostering retention and working alongside academic Schools to enable academic, professional and personal success for all our students at the University. Access and Participation covers the whole student lifecycle which involves several teams across the University (e.g. Student Financial Support, Counselling and Wellbeing, Disability, Welfare, Careers, Study Advice, GRA, Academic Schools).

The Student Success and Engagement team offer support for and advice on the adaption of the institution-wide Evaluation and Impact Framework to local settings and consistent approaches to identifying impact of different student support and development activities.

Anne-Marie Henderson   Director of Student Success & Engagement   a.henderson@reading.ac.uk

The Careers Service hold data on the following: Students' career goals (by sector), Students' career readiness, Students' work experience levels, Undergraduate job outcomes at point of graduation, Historical DLHE data, Students' participation in central careers training (workshops, career fairs, 1-1 career coaching), Students' perceived skill levels. From 2020, Graduate Outcomes data will be available.

Louise Thomas-Burt   Employability Data & Systems Manager   l.e.thomas-burt@readding.ac.uk

Student recruitment and outreach

→

Global Recruitment and Admissions (Building L027, London Road)

The Global Recruitment and Admissions team is responsible for the strategic delivery of recruitment and outreach to support the University's recruitment targets, including those for under-represented groups. The team has a range of data and mechanisms available to colleagues to support the targeting, data collection, tracking and evaluation of activity. The team also offer support and advice for the development of evaluation methods and analysis of wider activity.

Kizzi Keast   Outreach & Access Manger   k.keast@reading.ac.uk

Promotion/ Student Engagement

→

Corporate Communications, MCE (Whiteknights House, third floor)

The Corporate Communications team in Marketing, Communication & Engagement (MCE) are responsible for the promotion of our main annual student surveys, including NSS, UKES and PTES. They also run campaigns to 'close the feedback loop', including providing templates for Schools to share the outcomes of feedback and evaluation with students.

www.reading.ac.uk/internal/marketing-and-communications/mce/mce-homepage.aspx

Promotion/ Student Engagement

The Academic Rep System

Working in partnership with students

→

Reading University Students' Union (RUSU)

The home of Student Representation at Reading, the Students' Union (RUSU) works in partnership with UoR staff and students to enlist, train and empower Student Reps to gather feedback from their cohorts and raise the student voice on campus. A big part of the Student Rep role is to engage other students with evaluation and promotion of evaluation tools.

Currently there are over 400 Students Reps, who were elected or co-opted into roles in Autumn term 2019 for the academic year 2019/20. As a community or 'blue crew' they work to represent as many students' views across campus as possible.

This year, a new evaluation tool for Reps has been introduced by RUSU called ROSIE (Rep Online Student Impact Evaluation) tool. ROSIE was designed to help Reps gather feedback in Course Rep Consultations and to take this student feedback to relevant committee meetings.

In the autumn term, over 250 Student Reps were trained to use ROSIE and over 293 utilised the tool in two months from the end of October to December in 2019. ROSIE provides Reps with a user-friendly way of gathering opinions about student experience at the University of Reading; feedback on all aspects of student experience are welcome, from curriculum design to learning materials and evaluation methods.

ROSIE asks three simple questions and was designed to help Reps do their job more effectively; primarily to use when talking with groups of students but individual students can also use ROSIE. Responses are valued and will help Reps represent students interests throughout the year at committee meetings.

All comments submitted by students will go directly to their RUSU Rep (either Course Rep, School/Senior Rep or Part-time Officer) and comments may also go directly to relevant staff in the University and Union.

Clear and concise responses enable Reps to communicate any feedback students have more effectively. Reps appreciate feedback and use it when working in partnership with staff in the University and Union to improve your student experience. To meet ROSIE, head to www.rusu.co.uk/rosie

For further information   www.rusu.co.uk/representation/student-reps

Fifi Bangham   RUSU Education Officer   educationofficer@rusu.co.uk
Hannah Smithson   Academic Rep Manager   h.smithson@reading.ac.uk