Guidance for completing modular / assessment /study block pro-formas

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GUIDANCE FOR COMPLETING MODULAR /ASSESSMENT /STUDY BLOCK PRO-FORMAS

These notes are designed to assist staff in completing the pro-forma for block outlines.

The **Modular Block** pro-forma should be used where study and assessment is to be contained within a discrete block.

The **Study Block** and **Assessment Block** pro-formas are to be used where study and assessment are differently structured within a level.

Many sections of the pro-formas are self-explanatory. The notes below are guidance regarding sections which may require some clarification. Should you have any queries, please contact Quality Assurance.

Modular Block Outline

Section	Guidance
Modular Block Code	If the form is being completed as part of an approval process, please enter a dummy code. Following approval, a code will be assigned by Timetabling.
Credit Value	Credit value should normally be a multiple of 5. One credit is worth 10 notional learning hours.
HECoS Code	The Higher Education Classification of Subjects (HECoS Codes) replaced JACS Codes. It contains a similar number of codes to JACS and defines subjects at a similar level of granularity. However, unlike JACS, HECoS is a simple list of subjects with no inherent hierarchy. Guidance on their use can be found at https://www.hesa.ac.uk/support/documentation/hecos
FHEQ level	Brunel University London now operates the FHEQ levels to ensure consistency and comparability across the HE sector. Therefore, FHEQ level 4 replaces Brunel level 1, FHEQ level 5 replaces Brunel level 2, FHEQ level 6 replaces Brunel level 3, FHEQ level 7 replaces Brunel level 5. NB: there is no FHEQ level 3. Therefore Brunel level 0 should be referred to as 'foundation level'. DO NOT confuse 'foundation level' with Foundation Degree.
Learning Outcomes	Enter the category(ies) of learning outcome (see explanation at top of section on form) in left-hand column. State learning outcome in right-hand column. It must be possible for a student to demonstrate they have met each learning outcome through the assessments for the modular block, and each learning outcome must by met in order to pass the module.
Elements of Summative Assessment	1st Column: Assessment number – this does not relate to the code for the modular block, but assessments need to be numbered 1, 2, 3 and so on to identify the order in which assessments are undertaken. Ensure that final assessment is entered in the correct order in the bottom row and is labelled as 'Final Assessment', as this informs University returns to HESA. If there is only one element of assessment, this should appear only once as the final assessment.

Study Block Outline

Section	Guidance
Study Block Code	If the form is being completed as part of an approval process, please enter a dummy code. Following approval, a code will be assigned by Timetabling.
Credit Value	Credit value should normally be a multiple of 5. One credit is worth 10 notional learning hours.
HECoS Code	The Higher Education Classification of Subjects (HECoS Codes) replaced JACS Codes. It contains a similar number of codes to JACS and defines subjects at a similar level of granularity. However, unlike JACS, HECoS is a simple list of subjects with no inherent hierarchy. Guidance on their use can be found at https://www.hesa.ac.uk/support/documentation/hecos
FHEQ level	Brunel University London now operates the FHEQ levels to ensure consistency and comparability across the HE sector. Therefore, FHEQ level 4 replaces Brunel level 1, FHEQ level 5 replaces Brunel level 2, FHEQ level 6 replaces Brunel level 3, FHEQ level 7 replaces Brunel level 5. NB: there is no FHEQ level 3. Therefore Brunel level 0 should be referred to as 'foundation level'. DO NOT confuse 'foundation level' with Foundation Degree.

Assessment Block Outline

Section	Guidance
Assessment Block Code	If the form is being completed as part of an approval process, please enter a dummy code. Following approval, a code will be assigned by Timetabling.
Assessment Block Title	This title will appear on student transcripts, so needs to be meaningful.
Credit Value	Credit value should normally be a multiple of 5. The credits for the assessment block are based on either the credits within the accompanying study block, or if the assessment block relates to a number of study blocks (such as a synoptic assessment), a credit size proportionate to the elements of assessment (e.g. exam duration, word count).
HECoS Code	The Higher Education Classification of Subjects (HECoS Codes) replaced JACS Codes. It contains a similar number of codes to JACS and defines subjects at a similar level of granularity. However, unlike JACS, HECoS is a simple list of subjects with no inherent hierarchy. Guidance on their use can be found at https://www.hesa.ac.uk/support/documentation/hecos
FHEQ level	Brunel University London now operates the FHEQ levels to ensure consistency and comparability across the HE sector. Therefore, FHEQ level 4 replaces Brunel level 1, FHEQ level 5 replaces Brunel level 2, FHEQ level 6 replaces Brunel level 3, FHEQ level 7 replaces Brunel level 5. NB: there is no FHEQ level 3. Therefore Brunel level 0 should be referred to as 'foundation level'. DO NOT confuse 'foundation level' with Foundation Degree.

Learning Outcomes to be assessed	Enter the category(ies) of learning outcome (see explanation at top of section on form) in left-hand column. State learning outcome in right-hand column. It must be possible for a student to demonstrate they have met each learning outcome through the assessments for the assessment block, and each learning outcome must by met in order to pass the module.
Elements of Summative Assessment	1st Column: Assessment number – this does not relate to the code for the assessment block, but assessments need to be numbered 1, 2, 3 and so on to identify the order in which assessments are undertaken. Ensure that final assessment is entered in the correct order in the bottom row, as this informs University returns to HESA. If there is only one element of assessment, this should appear only once as the final assessment.