

OPAMA Module Modifications

Panel Member scrutiny & recommendations on module modification proposals

User Guide for Members of School/Faculty/Institute
Education Committee or Module Approval Panels

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1. Principles of module modification

Once a module has been approved, either through OPAMA or previously set up manually on SITS, there are Quality Assurance policies in place which govern the level of authorisation required to modify its content and structure. These focus on:

- the degree to which the academic teaching and assessment content is to be changed (e.g. educational aims, learning outcomes, contact hours, introduction of new teaching methods, addition of field trips, placements, collaborative provision etc; or assessment changes, e.g. from a single unseen examination to a combination of coursework, online tests and a presentation)
- the timing of the proposed changes – i.e. whether or not students have already selected, or had the opportunity to select, modules on the basis of information provided about the module's content or assessment methods

Hence, for each module, the level of authorisation needed depends on both the number/complexity of modifications being proposed, and also the relationship between the implementation year and the date the process is initiated in OPAMA. As this can lead to a very complex set of rules, only the simpler of these have been embedded within OPAMA itself and the School Quality Administrator determines the approval pathway for more complex proposals based on the QA rules contained in the tables in Appendices 1 and 2 at the end of this *Guide*.

2. The role of the Module Approval Panel in the module modification process

2.1 MAJOR AND STRUCTURAL CHANGES TO A MODULE

The Approval Panel plays an important role in ensuring the quality of each module both when it is first approved and also when any major or structural changes are made. The areas of change which constitute a 'major' module modification have been defined by the Quality Assurance office and are indicated in the Appendices at the end of this Guide. If such modifications are proposed it is the task of each panellist to scrutinise the proposal and recommend acceptance or rejection to the Panel Chair.

2.2 MODULE DEPENDENCIES

Some major modifications can be considered in isolation, e.g. a change to the module's title made primarily to attract students, or to extend a historical period by 20 years, whilst falling under the definition of a 'major' modification need not necessarily require changes to other aspects of the module. However, a change to, for example, the credit value of a module, most certainly does require other changes to be made – most obviously to the teaching hours and most likely the volume of assessment. Part of the role of the Panel is to ensure that a fundamental change of this kind is reflected throughout the components of the module and that it remains fit for purpose in terms of quality and the internal and external educational

standards to which the College must adhere. Appendix 2 gives a tabular view of the requirements to review and/or amend linked areas of module information.

3. Email alerts

You will receive an email alert to let you know that a proposal requires scrutiny (Fig. 1):

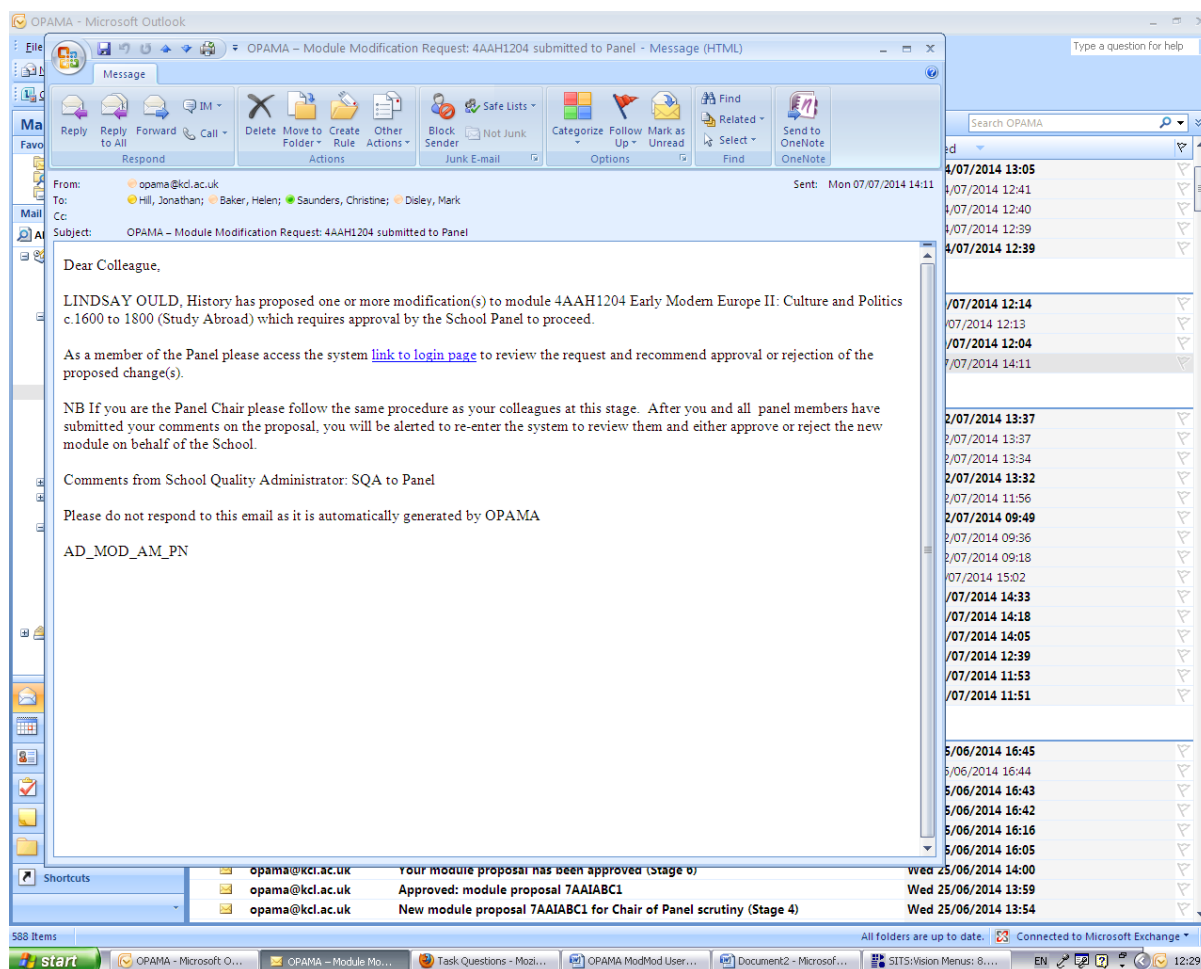


Fig. 1

4. Accessing the task

4.1 LOG INTO STUDENT RECORDS AND OPAMA

You can enter Student Records either by clicking the link in the email or via the normal entry points on the King's website. Once you have entered, click on the OPAMA tab. The modification proposals will appear in your task inbox (Fig. 2):

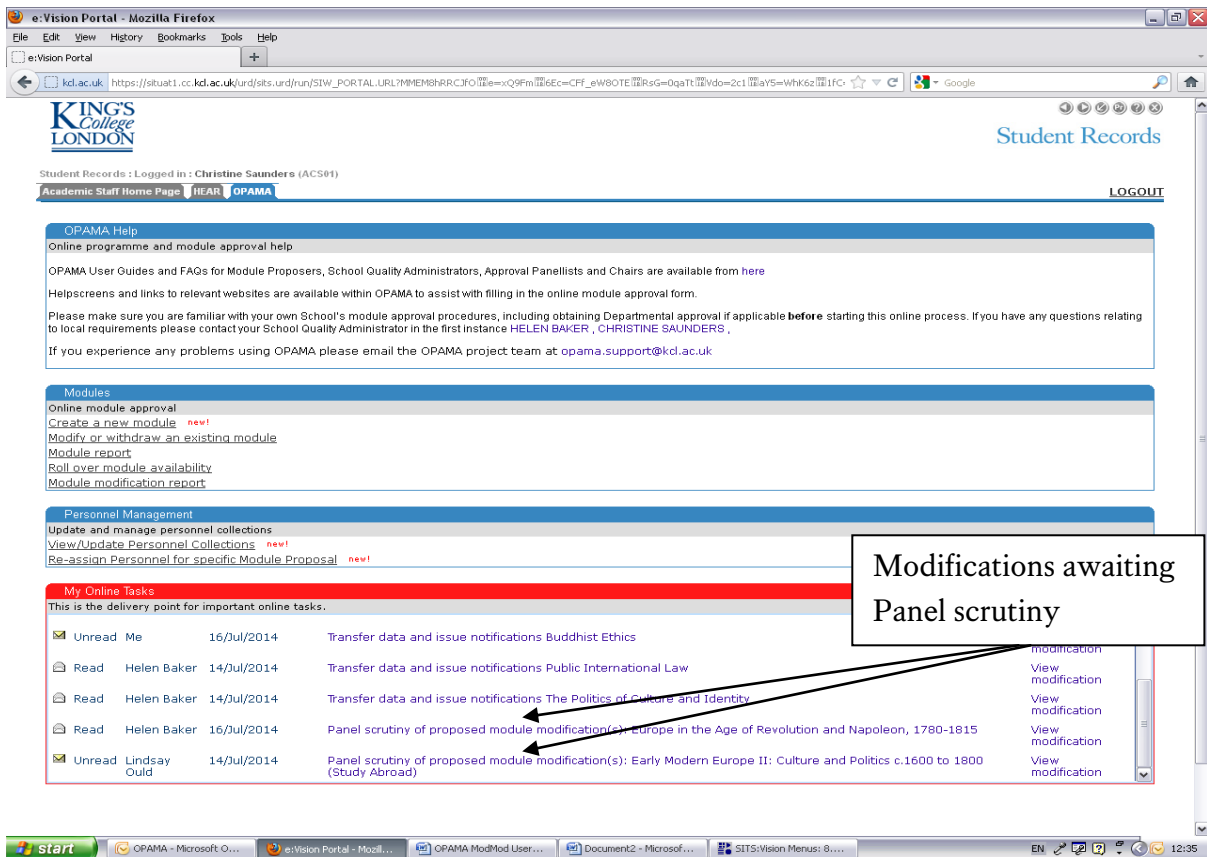


Fig. 2

4.2 THE PROCESS DIAGRAM

The process diagram shows which stage of the process you are about to enter. As you can see from Fig. 3 below, this is Stage 3 of the process.

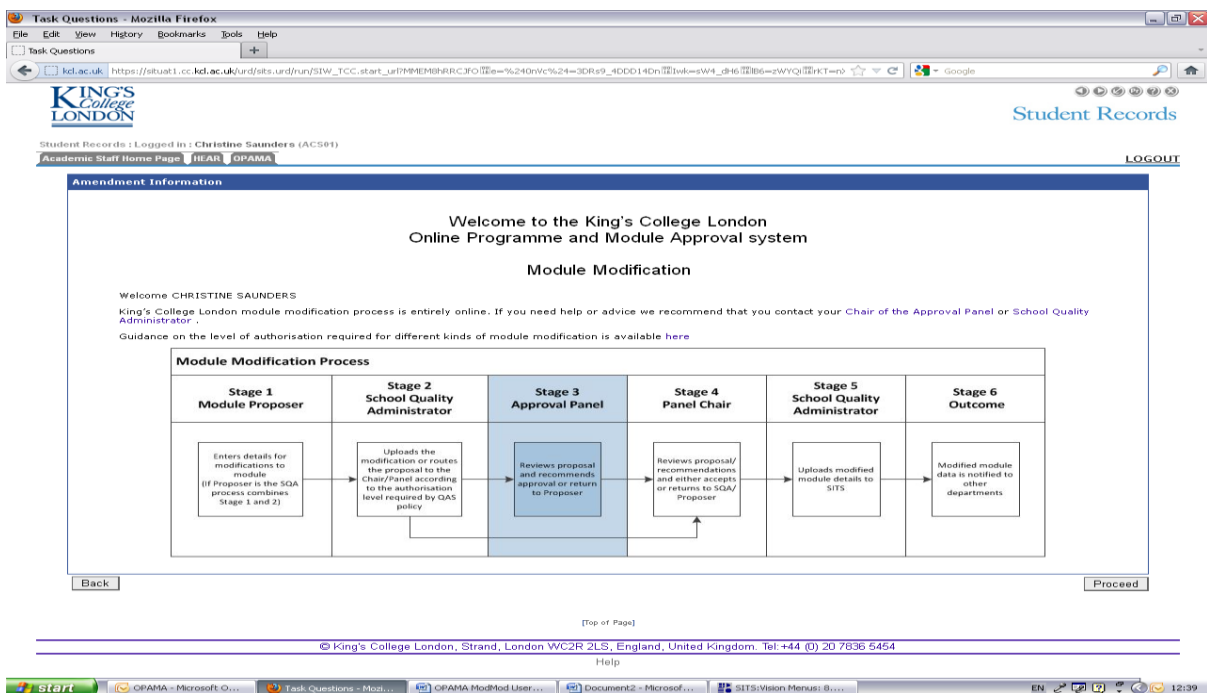


Fig. 3

Click on Proceed to continue.

4.3 CHECK YOUR DETAILS

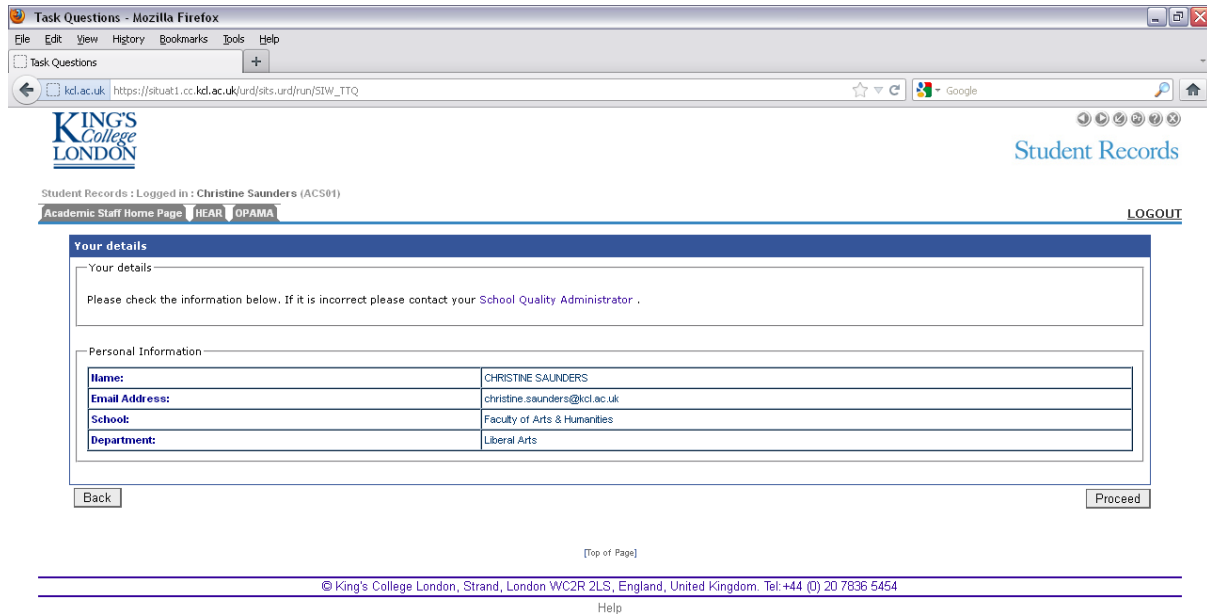


Fig. 4

As with OPAMA Module Approval you are asked to confirm your details so that the system can identify you. If there is **anything wrong** with the details on this page, please contact your SQA. If all's well, click Proceed to see the details of the modification proposal.

5. Scrutinizing the proposal

5.1 THE SUMMARY REPORT

You will see a summary of the changes that are being proposed. In the example below, it is proposed to change the module title, the study hours, and the method of assessment. The report includes both the existing information in the relevant areas (as held on SITS) and the modified information, together with the rationale for the changes as supplied by the proposer (Figs. 5 and 6, which represent one screen in OPAMA):

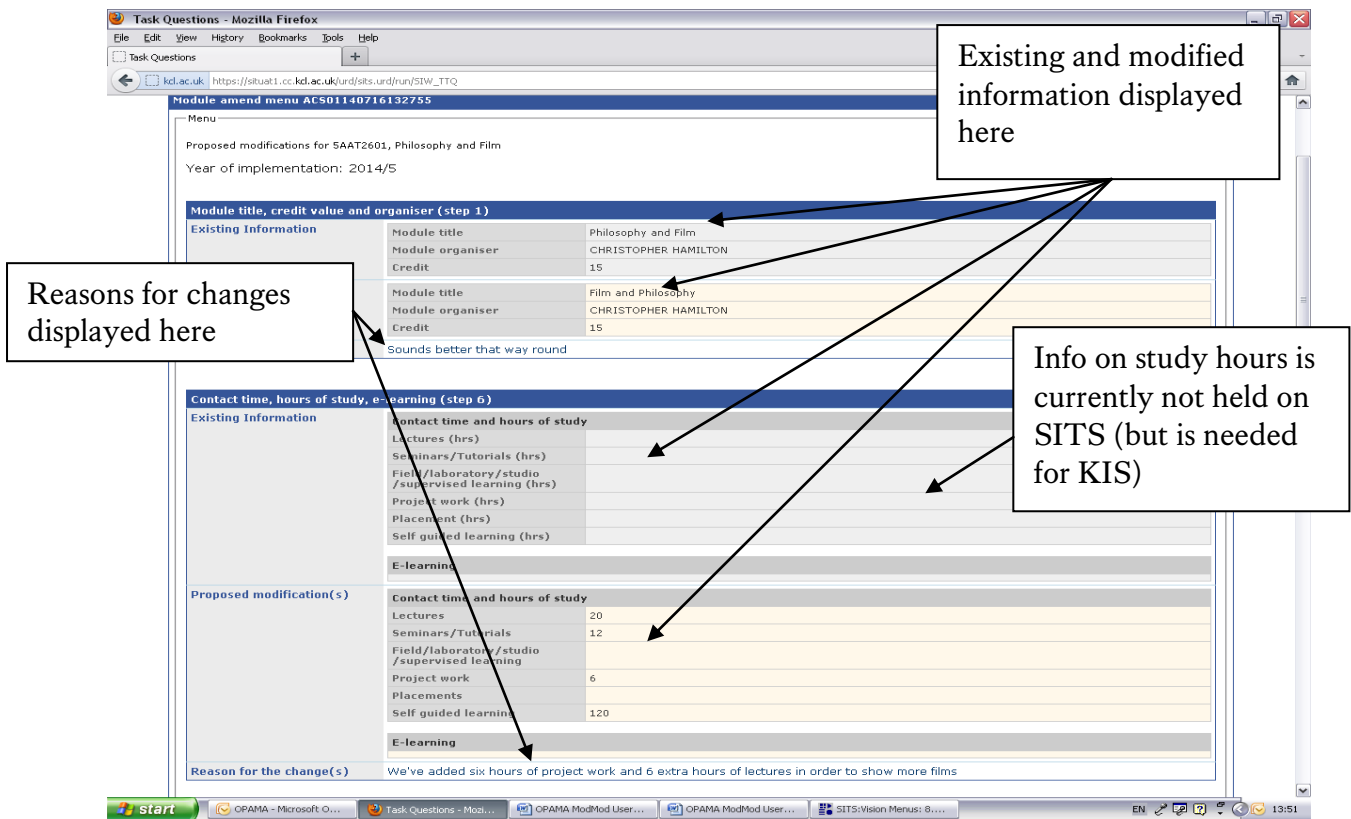


Fig. 5 (top half of form)

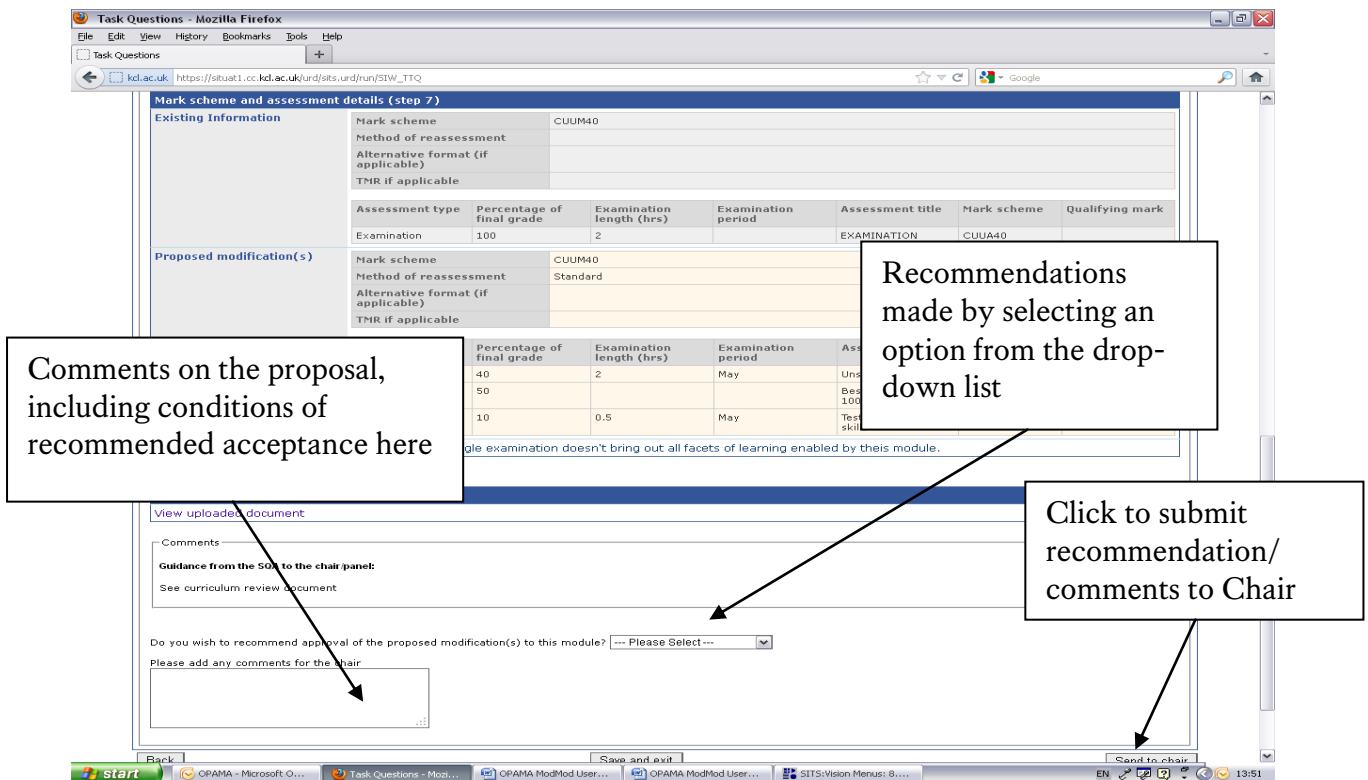


Fig. 6 (bottom half of form)

Note: If there is no existing information on SITS (or in OPAMA if the module has been created since February 2014), the relevant field will be blank on the summary even if the original paper form contained information (e.g. educational aims, learning outcomes, teaching hours etc.) We are endeavouring to upload as much of this information into the 'back catalogue' as possible during the remainder of the KIS to HEAR project, but in the meantime users are being advised to provide any relevant information in the notes fields.

5.2 OPTIONS FOR PANEL MEMBERS

At the bottom of the summary (see Fig. 6) you are asked to indicate whether or not you wish to approve the changes, with a drop-down list from which to select your response. Your options are:

- Yes – recommend approval
- Conditional approval
- Recommend reject

Whichever you choose, you also have the opportunity to comment on the proposal and/or provide an explanation for your recommendation. Both your recommendation and your comments will be collated on the summary used by the Panel Chair to make their decision.

Tip: Previously-recorded comments from panellists are available to view via Module Modification Reports if you want to check what's already been said. Remember that the Proposer also has access to this information so make sure your comments are publishable in polite society!

When you have made your decision, click to proceed (you can of course click 'Save and exit' if you want more time to think about it or need to check anything before committing yourself).

5.3 TASK COMPLETED

Your recommendation and comments will be collated with those of other Panellists to enable the Chair to come to an informed decision as to whether to approve the changes or not. You can now exit the system.

Task Questions - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Task Questions

kd.ac.uk https://situa11.cc.kcl.ac.uk/urd/sits.urd/run/SIW_TTQ

KING'S College LONDON

Student Records

Student Records : Logged in : Christine Saunders (ACS01)

Academic Staff Home Page HEAR OPAMA LOGOUT

Thank you

Thank you

Thank you

Your decision has been sent to your panel chair and you may now exit the system.

Exit

[Top of Page]

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Help

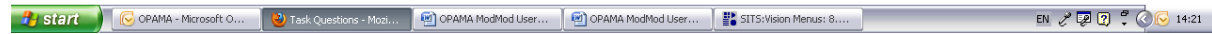


Fig. 7

Appendix 1

OPAMA module modification categories and approval pathways

Four categories of module modifications have been defined in OPAMA. These are based on the authorisation levels needed to approve them. The table below shows the approval pathway for each category assuming that the modification is to take effect **in the following academic year**:

Cat. No.	Category title in OPAMA	Initiated by User	Initiated by SQA	Approval pathway
1	Withdrawal	✓		User→SQA→Chair
			✓	SQA→Chair
2	Update module organiser, description and/or teaching period (aka 'Minor' modifications)	✓		Proposal in OPAMA before 1 March: User→SQA Proposal in OPAMA from 1 March: User→SQA→Chair
			✓	Proposal in OPAMA before 1 March: SQA only Proposal in OPAMA from 1 March: SQA→Chair
3	One or more major (structural) modification(s)	✓		User→SQA→Panel→Chair OR User→SQA→Chair (see Appendix 2)
			✓	SQA→Panel→Chair OR SQA→Chair (see Appendix 2)
4	SQA Quick Update (textual corrections in Module Description, Teaching Aims, and Learning Outcomes fields only)	X (option not visible)	✓	SQA only

Note: If a module requires multiple modifications, users are recommended to put them all through the process with the highest authorisation requirement. So for example if it is required to modify the Module Tutor, the Period Slot and the Assessment Pattern, you should modify all three through the Major Modification process.

Appendix 2

Major/multiple modifications: Interdependencies and approval pathway details

For multiple modifications, check which sections have been modified. If any of them require Panel scrutiny you should send the entire proposal to the relevant Panel members. If all of them can be approved by Chair's action the proposal may be routed to the Chair only.

Step no.	Section title on OPAMA	Sub-section to be modified in OPAMA	Interdependent (must also be amended)	Interdependent (must also review to ensure consistency)	Type of change	Approval pathway
1.1	Module title, credit value and organiser	Module title		Educational aims Learning outcomes Module description	Major	Panel
1.2		Credit value	Contact hours Assessment details	Educational aims Learning outcomes Module description	Major	Panel
1.3		Module organiser			Minor	Chair
2.1	Educational aims	Educational aims (content change)		Learning outcomes Module description	Minor	Chair
3.1	Learning outcomes	Learning outcomes (content change)		Educational aims Module description	Minor	Chair
4.1	Module description	Module description (content change)			Minor	Chair (assume part of multiple modifications if done via 'Major modifications')
5.1	Department contribution/teaching split	Department contribution		Contact hours External provision (if applicable)	Minor	Chair
6.1	Contact time, hours of study, e-learning	Contact time and hours of study	Credit value (if changes are significant)	E-learning Credit value	Major	Panel if consequence of credit value change; otherwise Chair
7.1	Mark scheme and	Module marking scheme			New module	Return to proposer – requires new module

	assessment details					
7.2		Re-assessment (change between standard and alternative)			Major	Panel
7.3		Assessment details (MAP/MABs)		Module description	Major	Panel
8.1	Teaching period	Teaching Period			Minor	Chair (assume part of multiple modifications if done via 'Major modifications')
9.1	Study abroad availability	All fields			Minor	Chair
10.1	External provision details	Add/take away off-campus delivery (by King's staff) or delivery by external provider		Module description External provision (monitoring)	Minor	Chair
11.1	External provision (monitoring)	Description of the monitoring process for external delivery		External provision (details)	Minor	Chair
12.1	Ethical approval	Add/take away requirement for ethical approval			Minor	Chair
13.1	Relationship to modules and programmes	Describe changes to the module's relationships with other modules and programmes		Module description	Major	Panel

