



Course Review Forms

1. Student Feed Back Forms

INSERT A COPY OF THE CURRENT FORM IN USE HERE.

SBM – Course Review Forms

- Version:1.25
- Issue date: 3rd January 2025
- Review date: 3rd January 2027

2.Collated Results of Student Feedback Forms.

INSERT Collated results per group here (This should be computer generated)

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3. Results Sheet

This should be computer generated.
INSERT RESULTS SHEET HERE

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4. Tutors Course Review Form

Course Name:	Date:	Reviewed by:
Issue:	Recommendation	Action by:
Typos or Spelling Course Materials		
Particular topic Irrelevant		
Video clips Sound		
Overall Comments		

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4a Tutors Course Review Form - Sample

Course Name: IT	Date: 14/01/2025	Reviewed by: Tutor
Issue:	Recommendation	Action by:
Typos or Spelling Course Material Slide 3	Spell Check	
Particular topic Irrelevant Session 3 Slide 5 Diagram too complicated for L4	Replace with a more simplistic version	
Video clips Sound Session5 Slide 8 Sound poor quality Session 6 Slide 3 Video no longer available	Download new version or replace Find a replacement video	
Overall Comments The course was well received and the activities were interesting and the level appropriate		

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5. Action Plan – (This should be printed in Landscape)

Course	Date		
Issues	Action Required	Responsible	Status

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5a.Action Plan – Sample

(This should be printed in Landscape)

Course: IT L4	Date: 14/01/2025		
Issues	Action Required	Responsible	Status
Typos or Spelling Course Material Slide 3	Spell Check	Tutor	
Particular topic Irrelevant Session 3 Slide 5 Diagram too complicated for L4	Replace with a more simplistic version	Tutor	
Video clips Sound Session5 Slide 8 Sound poor quality Session 6 Slide 3 Video no longer available	Download new version or replace Find a replacement video	Tutor	
From Student Feedback Forms Longer Breaks between Sessions	Take into Consideration	Centre Manager	

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Filing

Filing of the Course Review should be both physical and electronic on the CRM

The Course Reviews for each particular course should be under file name and date. Eg. **L4 IT– 14/01/2025**

Any old material should be archived and new revised material circulated to the relevant staff members.

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