



Academic excellence for
business and the professions

Assessment mapping guidelines

A how to guide for Programme and Module Leads.

Dr Tamsin Callaghan

- The assessment map for your division/department should be saved in one central place and the programme administrator and / or programme director will be able to provide the link to this.
- The purpose of the spreadsheet is to see what module and programme learning outcomes are covered by each assessment in the programme. This will allow PARC and Programme Directors to check that assessments are aligned to learning outcomes and that learning outcomes are not being over, or under assessed.
- This information will be helpful for periodic review, annual review and when amending the assessment structure for PARC appraisal.
- It will require around 15 minutes for each module lead to map their assessments, instructions are provided below. You will need a copy of your module specification(s) and the spreadsheet.

- The spreadsheet is organised by an instructions tab, main tabs for each year of the programme and a learning outcomes tab which details the programme learning outcomes.

Instructions for Completion	Year 1	Year 2	Year 3	Year 4	Programme Learning Outcomes
Ready					

- The programme learning outcomes are taken from your programme handbook and are numbered. The Programme director should check that they are correct before sending the sheet on for completion by module leads.

Number	Knowledge and understanding:				
1	Evaluate and interpret a patient's signs and symptoms with the results of clinical tests to formulate a patient management plan.				
2	Assess and manage a patient requiring contact lenses.				
3	Assess the visual needs of a child using age appropriate techniques.				
4	Assess a range of individuals with visual impairment including a full low vision assessment.				
5	Dispense and fit spectacles with appropriate lenses for an individual's visual needs.				
6	Judge and evaluate new concepts, procedures, techniques and products relevant to optometric practice.				
7	Evaluate current research related to clinical practice.				
8	Judge the appropriate treatment and management for a patient.				
Skills:					
9	Behave in a responsible and professional manner.				
10	Communicate using multiple media including verbal, written, presentation, and word processing skills.				
11	Exhibit practical skills in performing efficiently and safely a complete eye examination with expertise in the use of a wide range of diagnostic equipment.				
12	Demonstrate an adequate level of skill and knowledge to enable you to commence practice under supervision as primary care optometrists in their pre-registration year.				
13	Demonstrate that you have acquired a wide range of transferable, lifelong and independent learning skills.				
Values and Attitudes:					
14	Use appropriate interpersonal and communication skills.				
15	Show an appropriate professional attitude towards patients and colleagues.				
16	Maintain principles and practices of client confidentiality.				
17	Maintain the principles of the professional and statutory regulatory bodies.				
18	Be aware of and respect the cultural needs of others.				
Instructions for Completion					
	Year 1	Year 2	Year 3	Year 4	Programme Learning Outcomes
w	Ready				

Module mapping for module leads

- Mapping modules to programme learning outcomes.

- To start mapping, open the year tab that your module is under, in this example the module OV1004 has been chosen to review, so the year 1 tab has been opened.

Module Info						Assessments				1	2	3	4	5
Module code	Module title	Cred	Core/Elect	Compensati	No of Assesmer	Assessment	Type of Assessment	Percentage/Proportio						
OV1001	Optics	30	C	N	3	Optics Exam	Written Exam	60%						
						Laboratory report Optics 1	Laboratory report Optics 1 Coursework	20%						
						Laboratory report Optics 2	Coursework	20%						
OV1004	Ophthalmic Lenses & Dispensing I	30	C	N	4	Attendance	Competency	0%						
						Examination	Written exam	50%	1				1	
						Practical	Practical skills assessment	30%					1	
						Oral	Oral assessment and presentation	20%					1	
						Attendance Competency	Competency	0%						
OV1011	Human Biology	30	C	N	2	Examination 1	Written Exam	35%						
						Examination 2	Written Exam	35%						
						Lab Exam 1	Coursework	15%						

Instructions for Completion	Year 1	Year 2	Year 3	Year 4	Programme Learning Outcomes
w	Ready				

- Next, check that the module information is correct including the credits, core/elective selection and compensation.

Module Info					Assessments			
Module code	Module title	Cred	Core/Elect	Compensati	No of Assessmer	Assessment	Type of Assessment	Percentage/Proportio
OV1001	Optics	30	C	N	3	Optics Exam	Written Exam	60%
						Laboratory report Optics 1	Laboratory report Optics 1 Coursework	20%
						Laboratory report Optics 2	Coursework	20%
OV1004	Ophthalmic Lenses & Dispensing I	15	C	N	4	Attendance	Competency	0%
						Examination	Written exam	50%
						Practical	Practical skills assessment	30%
						Oral	Oral assessment and presentation	20%
OV1011	Human Biology	30	C	N	2	Attendance Competency	Competency	0%
						Examination 1	Written Exam	35%
						Examination 2	Written Exam	35%
						Lab Exam 1	Coursework	15%

- On the same page check that the module assessment names, type of assessment and percentage contribution to module are correct. You can amend any information if required.

Module Info					Assessments			
Module code	Module title	Cred	Core/Elect	Compensati	No of Assesmer	Assessment	Type of Assessment	Percentage/ Proportio
OV1001	Optics	30	C	N	3	Optics Exam	Written Exam	60%
						Laboratory report Optics 1	Laboratory report Optics 1 Coursework	20%
						Laboratory report Optics 2	Coursework	20%
OV1004	Ophthalmic Lenses & Dispensing I	15	C	N	4	Attendance	Competency	0%
						Examination	Written exam	50%
						Practical	Practical skills assessment	30%
						Oral	Oral assessment and presentation	20%
OV1011	Human Biology	30	C	N	2	Attendance Competency	Competency	0%
						Examination 1	Written Exam	35%
						Examination 2	Written Exam	35%
						Lab Exam 1	Coursework	15%

- In this example, the module OV1004 practical skills assessment assesses the following programme learning outcomes, matched to the descriptions on the yellow programme outcome tab.
- 5- Dispense and fit spectacles with appropriate lenses for an individual's visual needs.

Module Info					Assessments										
Module c	Module title	Cred	Core/Electi	Compensatio	No of Assessment	Assessment	Type of Assessment	Percentage Proportio	1	2	3	4	5	6	7
OV1001	Optics	30	C	N	3	Attendance	Competency	0%							
						Optics Exam	Written Exam	60%							
						Laboratory report Optics 1	Laboratory report Optics 1 Coursework	20%							
						Laboratory report Optics 2	Coursework	20%							
OV1004	Ophthalmic Lenses & Dispensing I	15	C	N	4	Attendance	Competency	0%							
						Examination	Written exam	50%	x				x	x	
						Practical	Practical skills assessment	30%					x		
						Oral	Oral assessment and presentation	20%					x		x

Module mapping for module leads

- Mapping modules to module learning outcomes.
- Some programme teams may choose to add the module learning outcomes to the spreadsheet as well and the following slides provide guidance for this.

- Next, add your module learning outcomes into the new sheet and number (you can cut and paste these from your module specifications), then create a column for each assessment within the module.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
																	Attendance	Examination	Practical	Oral
	Knowledge and Understanding:																			
	1 Demonstrate an understanding of the fundamental principles of single vision spectacle lenses including their design, materials, function and their manufacture.																			
	2 Explain the various practical methods for the measurement and verification of single vision spectacle lenses.																			
	3 Explain the terminology, components and dimensions of spectacle frames, including their manufacture.																			
	4 Discuss the fundamental principles of choice and measurement for the dispensing of optical appliances for single vision correction as a whole.																			
	5 Demonstrate an understanding of the basic principles of safety lenses and the regulations surrounding them.																			
	6 Demonstrate an understanding of bifocal lenses, their manufacture and the basics of segment type and selection.																			
	7 Explain centration and prismatic effect and to be able to split prisms.																			
	Skills:																			
	8 Spectacle verification using hand neutralisation.																			
	9 Spectacle verification using focimetry.																			
	10 Be able to lay off a single vision lens for glazing.																			
	11 Spectacle choice and measurements required when fitting frames and lenses for an individual																			
	12 Application of formulae to calculate basic parameters of spectacle lenses																			
	13 Read and understand a typical spectacle lens prescription																			
	Values and Attitudes:																			
	14 To understand the role of the dispenser in supporting the supply of a correct optical appliance.																			
	15 To work as part of a team.																			

- Put a 1 or an X into the box for each learning outcome which is covered by the assessment, then add a total column and sum the cells for each learning outcome (see OV1004 for an example)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
Knowledge and Understanding:																Attendance	Examination	Practical	Oral	Total
1	Demonstrate an understanding of the fundamental principles of single vision spectacle lenses including their design, materials, function and their manufacture.																1		1	2
2	Explain the various practical methods for the measurement and verification of single vision spectacle lenses.																1	1	1	3
3	Explain the terminology, components and dimensions of spectacle frames, including their manufacture.																1	1	1	3
4	Discuss the fundamental principles of choice and measurement for the dispensing of optical appliances for single vision correction as a whole.																1		1	2
5	Demonstrate an understanding of the basic principles of safety lenses and the regulations surrounding them.																1		1	2
6	Demonstrate an understanding of bifocal lenses, their manufacture and the basics of segment type and selection.																1		1	2
7	Explain centration and prismatic effect and to be able to split prisms.																1		1	2
Skills:																				
8	Spectacle verification using hand neutralisation.																		1	1
9	Spectacle verification using focimetry.																	1		1
10	Be able to lay off a single vision lens for glazing.																1			1
11	Spectacle choice and measurements required when fitting frames and lenses for an individual																1		1	2
12	Application of formulae to calculate basic parameters of spectacle lenses																1			1
13	Read and understand a typical spectacle lens prescription																1	1	1	3
Values and Attitudes:																				
14	To understand the role of the dispenser in supporting the supply of a correct optical appliance.																		1	1
15	To work as part of a team.																			0

Please note that some exams will only assess one outcome and some will assess multiple outcomes at both programme and module level.

- Please save back to the central file so that every module lead can edit the same sheet.

Thank You