

School of Divinity

Audit File Check List

All audit files should include the following:

- final mark and grade sheets, showing for each student the marks for all pieces of work and examinations, including the final mark and grade for the module and any re-sit results;
- initial module handout;
- copy of every handout given during the module, including reading lists;
- copy of the student feedback questionnaire and analysis of it, and any other means of feedback;
- copy of all tutorial assignments and class tests;
- copy of end-of-module examination question-papers and re-sit papers;
- copy of your Module Review (in which you comment on specific issues raised by the students and whether and/or how you intend to address them, and evaluate how successfully the teaching and assessment processes in the module enable students to demonstrate achievement of the intended learning outcomes).