

# MAP MY ASSESSMENT (MMA) – SPREADSHEET USER GUIDE

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## What is MMA?

MMA is a valid tool to inform programme teams' decisions and planning around their assessment strategy. The spreadsheet allows programme teams to have a clear overview of the spread and breath of assessments throughout a programme. By inputting assessment data in the spreadsheet (types of assessments, weight, and due dates/weeks), programme teams have a visual representation of the students' workload across modules, and the variety (or lack thereof) of assessment types.

## Does MMA cover all assessment types?

MMA provides a snapshot of the programme assessment strategy, the distribution of assessment workload and the nature of the assessment types (written/oral, practice-based, etc.). It purposefully doesn't provide an extensive list of specific assessment types,

as it aims to encourage programme teams to reflect on the learning outcomes that an assessment wants to achieve and the skills it wants to develop. Assessments are therefore grouped based on the audience they want to reach (academic, professional) and the skills they want to develop (e.g. verbal communication). They can be used for both individual or group assignments and are flexible to allow for minor modifications at module level.

For example:

**“Written assessment: Academic”** may be used for abstracts, conference posters, dissertations, research proposals, essays, etc.

**“Written assessment: practice-based”** may be used for reports, briefs, project plans, scripts for video recordings/podcasts, case-studies, press-releases etc.

**“Simulation of professional practice”** may be used for role-plays, client-focussed presentations, OSCEs, budgeting, portfolios for clients, marketing campaigns, lab exercises etc.

**“Reflective assessment”** may be used for learning journals or portfolios, self-evaluations, autobiographies, reflections on feedback etc.

The full list of assessment types of MMA is below:

- Exam
- Written coursework: Academic
- Written coursework: Practice-based
- Oral assessment: Academic
- Oral assessment: Practice-based
- Reflective assessment
- Simulation of professional practice
- Creative artefact
- Formative assessment (this is included to provide information about the number of formative assignments and opportunities for formative feedback available to students)

## How do I input data in MMA?

In order to complete the MMA spreadsheet, please follow the steps below:

- 1) **Write the name of the programme and year of instruction.** Each spreadsheet can ONLY map one year at the time, so you will need multiple spreadsheets for programmes running over a number of years. For example: BA Drama Y1; BA Drama Y2; BA Drama Y3.
- 2) **Insert the academic year** when the programme is delivered. For example: 2024/25
- 3) **Insert the module names or codes.** Please replace the sample module names (for example, 'Ten') in the table below with the actual module names or codes. Ensure that the names are only updated in the designated module positions and not elsewhere.
- 4) For each module, **identify the assessment types you will be using.** For each assessment type that you will be using, provide the week when the assessment is due and the weight of the assessment. You can ignore the other assessment types.
- 5) **Ignore any extra module blocks that you don't need.** Just delete the module name from the table on the left of the spreadsheet (for example: Ten in the table below). Do not try to delete them from the graph on the right.
- 6) Please **ONLY** edit the table on the left side of the spreadsheet and only the **USER** window.
- 7) As you enter your data on the table on the left, the graph on the right will be **automatically populated.**
- 8) The 'Phase 1' and 'Refined' windows are blocked and password protected. You shall not need to make changes to them, please contact ALE if you have queries.

2) Insert the academic year

1) Insert the programme name and year (for example MEng Electrical Y1)

3) Insert the module(s) name or code

Programme Year				MEng Electrical Y1 2022/2023			
Module	Type	Week	Weight	Module	Type	Week	Weight
ELEE1661	Exam	1	100	Six	Exam	1	10
	Written Coursework: Academic	2	90		Written Coursework: Academic	2	20
	Written Coursework: Practice based	3	80		Written Coursework: Practice based	3	25
	Oral assessment: Academic	4	70		Oral assessment: Academic	4	30
	Oral assessment: Practice based	5	60		Oral assessment: Practice based	5	40
	Reflective assessment	6	50		Reflective assessment	6	50
	Simulation of professional practice	7	40		Simulation of professional practice	7	60
	Creative artefact	8	30		Creative artefact	8	70
	Formative assessment	9			Formative assessment	9	
Two	Exam	1	100	Seven	Exam	1	10
	Written Coursework: Academic	2	90		Written Coursework: Academic	2	20
	Written Coursework: Practice based	3	80		Written Coursework: Practice based	3	25
	Oral assessment: Academic	4	70		Oral assessment: Academic	4	30
	Oral assessment: Practice based	5	60		Oral assessment: Practice based	5	40
	Reflective assessment	6	50		Reflective assessment	6	50
	Simulation of professional practice	7	40		Simulation of professional practice	7	60
	Creative artefact	8	30		Creative artefact	8	70
	Formative assessment	9			Formative assessment	9	
Three	Exam	1	100	Eight	Exam	1	10
	Written Coursework: Academic	2	90		Written Coursework: Academic	2	20
	Written Coursework: Practice based	3	80		Written Coursework: Practice based	3	25
	Oral assessment: Academic	4	70		Oral assessment: Academic	4	30
	Oral assessment: Practice based	5	60		Oral assessment: Practice based	5	40
	Reflective assessment	6	50		Reflective assessment	6	50
	Simulation of professional practice	7	40		Simulation of professional practice	7	60
	Creative artefact	8	30		Creative artefact	8	70
	Formative assessment	9			Formative assessment	9	
Four	Exam	1	100	ELEE1165	Exam	1	10
	Written Coursework: Academic	2	90		Written Coursework: Academic	2	20
	Written Coursework: Practice based	3	80		Written Coursework: Practice based	3	25
	Oral assessment: Academic	4	70		Oral assessment: Academic	4	30
	Oral assessment: Practice based	5	60		Oral assessment: Practice based	5	40
	Reflective assessment	6	50		Reflective assessment	6	50
	Simulation of professional practice	7	40		Simulation of professional practice	7	60
	Creative artefact	8	30		Creative artefact	8	70
	Formative assessment	9			Formative assessment	9	
Five	Exam	1	100		Exam	1	10
	Written Coursework: Academic	2	90		Written Coursework: Academic	2	20
	Written Coursework: Practice based	3	80		Written Coursework: Practice based	3	25
	Oral assessment: Academic	4	70		Oral assessment: Academic	4	30
	Oral assessment: Practice based	5	60		Oral assessment: Practice based	5	40
	Reflective assessment	6	50		Reflective assessment	6	50
	Simulation of professional practice	7	40		Simulation of professional practice	7	60
	Creative artefact	8	30		Creative artefact	8	70
	Formative assessment	9			Formative assessment	9	

5) Delete the names of modules you don't need from the table

6) Ensure you are using the "USER" window ONLY

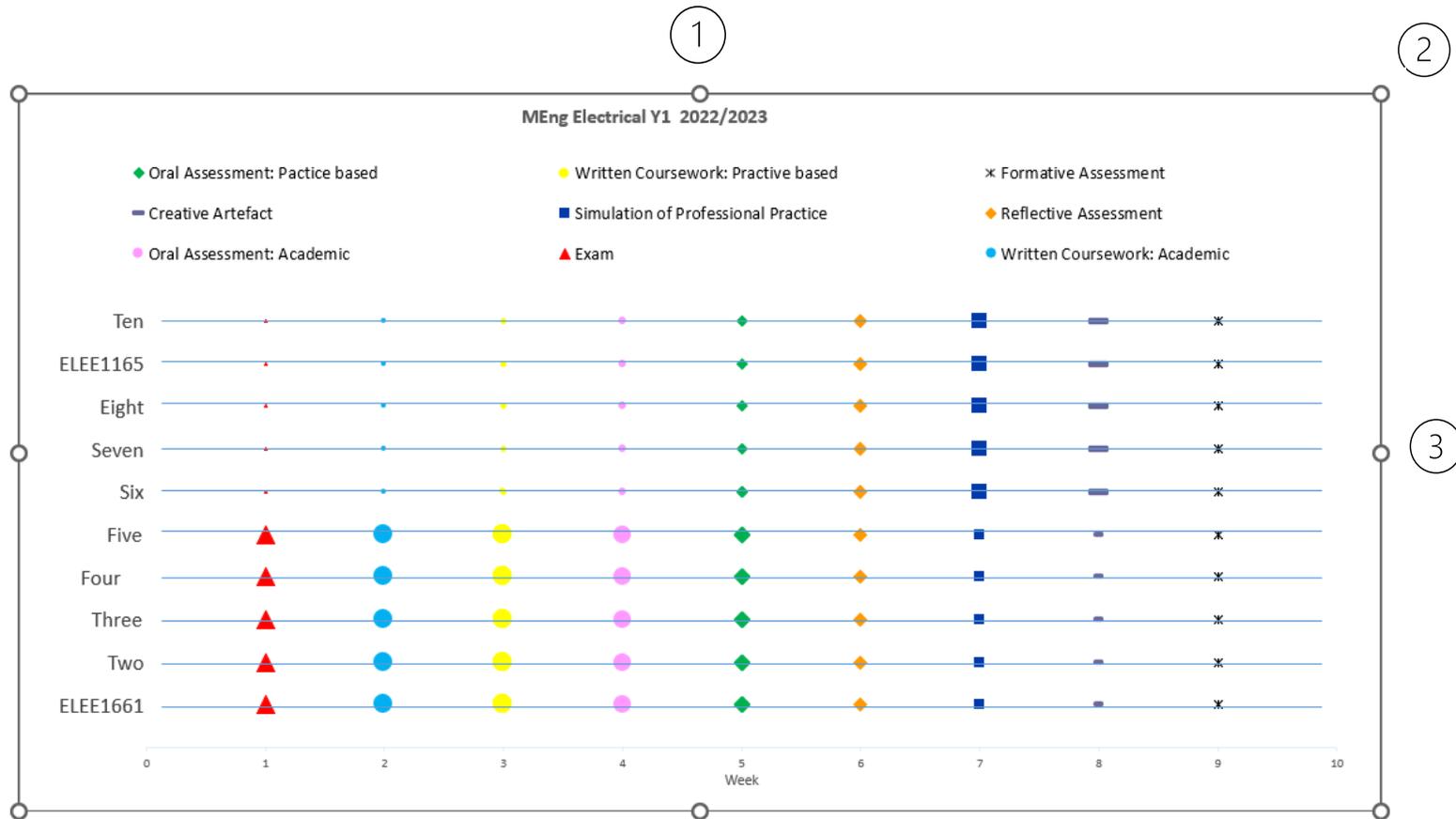
Navigation icons: < > | **USER** | Phase 1 | Refined | +

4) Insert the week when the assessment is due

4) Insert the weight of the assessment

# How do I change the size of the chart?

- 1) Click, hold, and drag point 1 to adjust the height.
- 2) Click, hold, and drag point 3 to adjust the width.
- 3) Click, hold, and drag point 2 to adjust the height and the width simultaneously.
- 4) To move the chart, click and hold on one of the edges where no points appear and release in the new position.



## Additional notes

- 1) To **clear the data**, select the week and weight values and press “delete”; or just clear the cell and insert the new value. Remember to do this only on the table on the left-hand side of the spreadsheet.
- 2) The **weights permissible** are: 10, 20, 25, 30, 40, 50, 60, 70, 80, 90 and 100.
- 3) To be noted that **“Formative assessment” does not carry any weight** and therefore no modifications with respect to the marker size will occur. The weight value can be left blank.
- 4) The **module capacity for each year is 10**. This should allow for displaying multiple optional modules if needed. If more than 10 modules are required, additional adjustments will have to be made. Please contact ALE.

## WARNINGS

- 1) As mentioned above, **you will need a spreadsheet for each academic year of your programme**. If you are mapping a 3-year undergraduate programme, you will need 3 different spreadsheets.
- 2) **Please only use the “USER” sheet** as “Phase 1” and “Refined” contain formulas and links to the graph and it can create malfunctions and re plotting might be needed.
- 3) **Please only input your data on the table on the left of the spreadsheet**. If you try to change/delete information directly on the graph, this will compromise the spreadsheet permanently and replotting will be required.