

Quality Code for Higher Education

Annual Monitoring of Programmes

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Date:	August 2016
Date of Implementation:	August 2016
Originator:	Higher Education & Skills
Approval by:	Higher Education Learning & Teaching Committee
Date for Review:	July 2017
Description:	This Code of Practice (CoP) brings together information on assessment tariff, reasonable adjustments, class based assessments, anonymous marking, late submission, Invigilation, second marking, archiving of assessed work. It also governs over length assessments, feedback on assessments and assessment criteria for levels 4-7
Responsibilities:	Curriculum Leaders, Academic Heads, Curriculum Managers, Student Services, Additional Learning Support, Examinations Unit
Applications for exemptions to:	Higher Education Learning & Teaching Committee
Report Exemptions to:	Higher Education Learning & Teaching Committee
Links to UK Quality Code for HE:	Chapter B8

PURPOSE

The purpose of this Code of Practice (CoP) is to articulate the College's requirements for the annual monitoring of programmes by academic Departments. The CoP is a fundamental part of the College's quality improvement and enhancement system, and reflects the contribution which all academic staff make to the assurance and improvement of the student learning experience and the maintenance of academic standards.

Annual monitoring is a process of critical reflection by staff responsible for the design and delivery of programmes as a means to assure the quality of provision, the maintenance of standards and to promote improvement by identifying actions, reflecting on actions previously taken, and identifying and sharing good practice. This forms part of the process of reflecting on the design and delivery of individual modules, reflecting on feedback from a range of sources – especially students and external examiners – and links to the process undertaken at Department level and ultimately College level (through the Higher Education & Skills Department and Academic Heads). The process therefore provides the basis for identifying issues which lie outside the Department and for promoting the exchange of good practice across Departments and curriculum areas.

The CoP includes a pro-forma – Self Evaluation Document (SED) – which must be completed. This pro-forma serves as a means of recording the reflection which has taken place, and setting out the actions which will be taken as a result of that reflection to facilitate monitoring and provide information to the Higher Education & Skills Department and, in turn, provide the basis for feedback to students and external examiners. It also provides a means to record examples of good practice to facilitate dissemination. In the case of working with a partner HEI their documentation supersedes that of the College.

AUTHORITY

The Higher Education Learning & Teaching Committee (HETLC) and the Higher Education & Skills Department are the final arbiters of the application and interpretation of this Code of Practice.

SCOPE

The CoP applies to all programmes leading to an award of Pearson Edexcel, or through courses validated by partner Institutions; University of Hull and SHU.

DEPARTMENTAL PROCESSES

On campus provision

The Academic Head must determine the processes which will operate within the Department for completion of annual monitoring reports, ensuring that reports draw on student and external examiner feedback, and identifying how feedback will be provided to students and external examiners on the actions taken/to be taken.

The Academic Head should advise and update the Higher Education & Skills Department on the arrangements which will be made within the Department to implement this CoP.

TIMETABLE FOR COMPLETING ANNUAL MONITORING REPORTS

The timetable will be set by the Higher Education & Skills Department, reflecting the time needed for course teams to provide feedback on completed their Self Evaluation Document and to complete the Divisional Self Evaluation Document.

Each course team is required to submit their SED by the date specified in the Higher Education & Skills - Reviewing and Developing Quality Cycle.

SUPPORTING EVIDENCE

The following identifies the evidence which must be used in undertaking the critical reflection which is the basis of annual monitoring:

- (a) Annual monitoring reports from the previous year
- (b) Programme specification(s)
- (c) Student feedback (module evaluation questionnaires, minutes of staff/student committees etc)
- (d) Evaluation, by module leaders/teams of the modules which comprise the programme
- (e) Progression and completion statistics
- (f) Module and programme board minutes
- (g) External examiners' reports for the year under review and the previous year
- (h) For the first annual monitoring report of a programme, any conditions or recommendations set by the College or HEI when approving the programme