

# Requirements for monitoring and reporting on Validation Service collaborations

## 1. Course monitoring

- 1.1 Course monitoring is one of the main ways by which the course team and the Centre assures themselves and the University of the standards and quality of their courses of study and begins to identify areas for improvement and enhancement.
- 1.2 Course monitoring involves reflecting on and evaluating a range of evidence about the course. Through this process, course committees (or equivalent) evaluate the course curriculum, teaching, learning and assessment approaches; ensure that standards and quality are being maintained and outcomes met; manage the enhancement of courses and learning opportunities.
- 1.3 Course teams undertake monitoring across the year. This is primarily carried out through the course committee (or equivalent).
- 1.4 The course committee (or equivalent) must meet the course committee requirements in Quality Handbook (QH) Section 1B.

## 2. The principles of course monitoring

- 2.1 The processes of reporting are bespoke to Validation Service provision, however the principles of course monitoring for Validation Service provision align to those of NTU's own courses, as set out in QH Section 6.

## 3. Course annual reporting

- 3.1 As an outcome of course monitoring, the University requires a Validated Centre to complete a Course Standards and Quality Report (CSQR) for each NTU awarded course that it delivers. The report covers the outgoing academic year and articulates the range of reflections and evaluations that have taken place throughout the year. Its emphasis is on evaluation and quality enhancement. A shorter CSQR is completed for courses in the final year of teach-out.
- 3.2 Course leaders (or equivalent) take responsibility for engaging the entire course team in evaluating the provision. They are also responsible for the oversight of the CSQR (see below) and ensure that action is taken and enhancements achieved.

- 3.3 Given that monitoring is an on-going process, the CSQR is compiled and considered over the year. CSQRs do not need to report on routine or minor issues identified by staff, students and others.
- 3.4 CSQRs are produced using the University's template (see Quality Handbook Supplement (QHS) VS5a and QHS VS5b) and are submitted to the University by a date agreed by the Validation Service Sub-Committee (VSSC).
- 3.5 The CSQR includes reflection on a range of student data. Key enrolment, progression and achievement data and for UK partners, widening participation data, is submitted along with the CSQR.
- 3.6 Where the same course is delivered at more than one delivery site, the course team reflects on the comparability of standards and the quality of student learning opportunities across the different sites of delivery. To facilitate this the course team utilises the bespoke multi-site CSQR template (see QHS VS6a/VS6b).
- 3.7 For courses that have completed teach-out, the University needs to be assured that all students have completed. Therefore, completion of a closedown report is required in place of a CSQR for that year (see QHS VS7)
- 3.8 CSQRs must be considered and signed off by the Centre's Academic Board (or equivalent) prior to submission to the University.

## 4. Centre annual reporting

- 4.1 Validated Centre Standards and Quality Reports (VCSQRs) are produced by the Centre and are based on an analysis of:
  - a. CSQRs across the full range of NTU awarded provision;
  - b. additional Centre level data and evidence; and
  - c. analysis of information supplied by other sources such as Student Support Services, Careers Services and Library and Learning Resources.
- 4.2 The VCSQR allows the Centre to reflect on the full range of University awarded provision and to identify Centre-wide strengths and areas for development. The emphasis is on evaluation and enhancement.
- 4.3 VCSQRs are only produced by Centres that have a number of NTU awarded courses or deliver courses at more than one location.
- 4.4 The VCSQR is produced using the University's template (see QHS VS4) and is submitted to the University by a date agreed by the VSSC.
- 4.5 The VCSQR reflects on a range of Centre-level data, using templates provided by the University.
- 4.6 The VCSQR must be considered and signed off by the Centre's Academic Board (or equivalent) prior to submission to the University.

## 5. University consideration of annual reports

- 5.1 The University's VSSC receives and considers the CSQRs and VCSQRs from all Validated Centres.

- 5.2 Reports are considered at bespoke annual monitoring meetings of the VSSC and are supported by other evidence in the form of academic liaison and external examiner reports.
- 5.3 VSSC provides feedback to Centres on each report.
- 5.4 Consideration of reports may result in conditions which require either re-submission of the report, or that remedial action is taken to address concerns about the quality of a course. Consideration may also result in recommendations and commendations.
- 5.5 The outcomes of annual reporting may result in the University needing to take further action to address concerns about the standards and quality of its awards. This may include the need for an early Periodic Collaborative Review of the Centre and its provision.

## 6. Extraordinary annual reporting

- 6.1 The University reserves the right to require a Centre to produce an extraordinary annual report, for example in cases where courses are in special measures.

<b>Policy owner</b>
CADQ

<b>Change history</b>			
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Sept 2016	30.09.16	01.10.16	Numbering changed from VS5 to VS3
Sept 2017	12.09.17	01.10.17	Introduction of a shorter CSQR for courses in the final year of teach-out.

<b>Equality Impact Assessment</b>		
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