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EXTERNAL ASSESSMENT OF PROGRAMMES

CARDIFF METROPOLITAN UNIVERSITY

EXTERNAL ASSESSMENT OF PROGRAMMES

1 Introduction

1.1 This note applies broadly to all forms of external programme assessment including:

- QAA scrutiny;
- Estyn Inspection;
- Assessment/Accreditation/Inspection by professional bodies.

2 Organisation of Events

2.1 Wherever possible, external assessments should be combined with internal events, such as validation and review, provided that the arrangements and details comply broadly with the University's requirements for such events.

It is realised, however, that some external bodies will not always agree to a combined/integrated event.

2.2 Formal communication channels for overview purposes between the external body and Cardiff Metropolitan University shall be via the relevant schools and Quality Enhancement Directorate acting on behalf of the Academic Quality and Standards Committee.

2.3 All assessment events involving external bodies must be organised in consultations with the Quality Enhancement Directorate.

2.4 Any application, self assessment report or other pre-event documentation to be dispatched to the external body shall be scrutinised within School procedures.

2.5 Documentation in connection with external assessment shall be submitted to the Quality Enhancement Directorate at least 25 working days prior to either dispatch to the external body or the convening of an internal/combined event.

3 Reporting

3.1 Following the event, any report of the external body shall be presented to the Academic Quality and Standards Committee for consideration and comment.

- 3.2 Any conditions (or similar), which must be addressed in connection with the assessment, shall be progressed by the appropriate section - programme team, School - and that progress reported as required, by the School, to the Quality Enhancement Directorate.
- 3.3 These and other issues (e.g. recommendations) arising from the external body report shall be discussed and actioned by the Programme Committee and progress minuted in the committee reports. It is anticipated that discussion and progress will be traceable in the Annual Programme Review Report.