



Changes to Quality Assurance Processes due to the COVID-19 Pandemic

Please note that, in the light of the global pandemic, all Cardiff Metropolitan University programme design, approval, monitoring and review processes may be subject to change in order to facilitate ongoing effective quality assurance and enhancement that is responsive to changing needs and demands. Should you have any queries about content in this volume, please contact [QED](#) colleagues.

The table below details the processes that have been subject to approved changes.

Academic Handbook section	Process/Activity	Changes	Approving committee/body	Date of approval
Volume 2 Section 04	Modifications	<p>The 'Modification Procedure' is postponed for the duration of the 20/21 session; Schools, with QED support, approve their own temporary changes to learning and teaching approaches, assessment changes and, in some limited cases, programme structure for the 20/21 session;</p> <p>QED has assigned a senior quality officer and learning and teaching specialist to each school to support them in their planning and to meet with ADSE's prior to Term 1 to review and feedback on proposed changes;</p> <p>The proposed curriculum changes should build on what academic staff, examination boards, exam administrators, externals and, crucially, students think about the assessment approaches adopted for the Spring/Summer 2020 semester and work this feedback into planning for Term 1 but also thereafter planning for the 21/22 session;</p> <p>External Examiners should be consulted on all proposed changes for 20/21 with a 1-week window to respond;</p> <p>Due to the transitory nature of these changes module descriptors and programme specifications <u>are not</u> updated in advance of the 20/21 session but all student</p>	AQSC CPC	18/06/2020



		<p>facing information is updated. QED will then link with each school at the end of Term 1 to consider whether the changes become permanent, revert back, or alternative changes are made. Following approval of any changes by ADSEs/DDLTs and QED Module Descriptors and Programme Specifications will then be updated and confirmed for the 21/22 session by the end of March 2021, in line with the University's normal modification deadlines.</p> <p>The application of this process at collaborative partners has been considered and adapted by CPC.</p>		
Volume 2, Section 6, 06.2	<p>Programme Evaluation and Periodic Review</p> <p>Periodic and Elective Review of Existing Programmes</p>	<p>In light of the uncertainty surrounding the coming academic session, the University is taking a risk-based approach to the 20/21 periodic review cycle. This approach seeks to defer periodic reviews wherever possible. An analysis of each programme against core KPIs will be undertaken by QED in each case and additional support packages put in place (via QED) where required. Where curriculum changes are required for the 21/22 session (for example to move to 20 credit modules) these will be undertaken in line with the curriculum change approach outlined above.</p> <p>It is anticipated that this deferment will also allow schools room to reflect on lessons learned from this period and the future of the curriculum in light of any lasting global changes.</p> <p>Where partnership reviews are due to take place CPC will consider the timing and structure of these and make recommendations into AQSC.</p>	AQSC	18/06/2020
Volume 2, Section 12, 12.1 and 12.4	External Examiners	<p>In light of the uncertainty surrounding the coming academic session, and concerns raised by schools regarding difficulties in sourcing new external examiners for the 20/21 session, QED gained Academic/Management Board approval to extend exceptionally for a year all Externals where they are happy to continue. The rationale for this is that existing externals will have had first-hand experience of the University response to Covid-19 and won't need significant briefing for the new session. This also takes a significant burden off School and support staff across the University in order that focus can be placed on other</p>	VCEG CAB	19 May 2020 3 June 2020



		challenges. Schools will be supported by QED in seeking appointments for any new provision.		
Volume 2, Section 6, 06.1	Programme Evaluation and Periodic Review Annual Programme Review	<p>The significant changes that have taken place to learning and teaching during the 19/20 session and the burden of work placed on colleagues to respond to these changes require the University to consider its normal approach to annual monitoring and curriculum changes.</p> <p>Changes have been made to the annual monitoring round to capture the elements of reflection and planning that will be most impactful in the current situation. QED have synergised the University’s approach to NSS/PTES, APR, Graduate Outcomes and curriculum change for the 20/21 autumn term to allow Programme Directors to easily access the most relevant and useful data sources and to focus their planning on the immediate student experience.</p>	CAB CPC	1/07/2020