

**Institute Quality Committee (IQC) AER Scrutineer’s Report 2017/18**

IQC has a responsibility to review course annual evaluation reports (AERs) in order to:

1. assure the committee that the process has been carried out appropriately
2. identify any course in need of monitoring and additional support
3. support quality enhancement by providing feedback to the course team and identifying good practice and any issues that need to be addressed at Institute or University level.

The University guidance on the annual evaluation process can be found at <http://www.worc.ac.uk/aqu/667.htm>.

Please review the AER and complete the sections below. Completed reports should be copied to the IQC Secretary and IQC Chair.

**Course/Programme Title*:***

**Author of Report:**

**Name of Scrutineer:**

**Date Report received:**

**Date Review completed:**

**Section 1: Feedback from Scrutineer to Course Team**

* 1. Is the evidence base for the AER complete?

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Not applicable** | **Comment (optional)** |
| Action plan from previous year with progress update  |  |  |
| External Examiner Report with completed response section |  |  |
| Course Management Committee minutes |  |  |
| Any PSRB Report and response received in previous year |  |  |
| Link Tutor report (Collaborative provision only) |  |  |
| Overview report (where course delivered by more than one partner or at various sites) |  |  |

1.2 Please comment on the extent to which the report (and associated evidence):

|  |  |
| --- | --- |
|  | **Comment** |
| Effectively considers the statistical indicators on retention, progression, achievement, employability and satisfaction etc. and identifies appropriate actions |  |
| Fully addresses issues raised by External Examiners, and if relevant PSRBs, and identifies appropriate actions |  |
| Effectively considers student feedback from various sources (including CES and NSS where appropriate) and identifies appropriate actions  |  |
| Is sufficiently evaluative |  |
| Indicates good progress has been made in relation to actions from previous year |  |
| Has undertaken a SWOT analysis that feeds into the Enhancement Plan |  |
| Has a realistic Enhancement Plan (with clear specific actions, key milestones and success measures) that addresses relevant issues and demonstrates a commitment to continuous improvement.  |  |
| For courses with a placement of work-based learning element, include evaluations of the effectiveness of the employer collaboration process, and the quality of the workplace experience of the students. |  |

1.3 Please provide any advice for the author in in relation to the following:

|  |  |
| --- | --- |
|  | **Comment** |
| Any significant omissions from the report or points for writing next year’s report |  |
| Any matters for development or improvement that you feel should be added to or prioritised in the Enhancement Plan |  |
| The approach to student engagement as evidenced by the report and the Course Management Committee minutes (e.g. student voice and responses, discussion of evidence from e.g. External Examiner reports, NSS etc.). |  |

 **Section 2: Advice from Scrutineer to IQC**

* 1. Please complete the following to advise IQC

|  |  |
| --- | --- |
|  | **Delete or comment as appropriate** |
| Any issues identified in the AER (or identified by you) that require action at Institute or University level  | Yes/No/Comment |
| Any significant strengths or good practice that could be disseminated more widely | Yes/No/Comment |
| Confirmation that the report has no major omissions and can be accepted | Yes/No/Comment |
| **Overall judgement of the health of the course:** |
| The course appears to be robust  | Yes/No |
| The Course has a sound Enhancement Plan  | Yes/No |
|  There are some areas of concern but appropriate actions are in place within the Enhancement Plan  | Yes/No |
| The Enhancement Plan needs more development (if so, which sections) | Yes/No |
| The course should be identified as in need of monitoring and extra support. | Yes/No |