Quality Assurance and Enhancement: Monitoring and Evaluation

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		Procedure
		Code of Practice
		Guidance
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		Academic
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Version	**Date**	**Revision description/Summary of changes**	**Author**
1.1	4th September	Addition of key data metrics report	Helen Collinson
1.2	26th August 2021	3.2 updated module monitoring 3.3 updated programme monitoring	Registrar and Secretary

| 1.3 | 20th September 2021 | 1.4, 2.1 add reference to Apprenticeships 3.6 add external monitoring requirements for apprenticeships | Registrar and Secretary/Direct or of Disruptive Learning |
| 1.4 | 29th August 2023 | Scheduled review | Assistant Registrar |

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1. Purpose

1.1. The purpose of this document is to provide an overview of University Academy 92's (UA92) approach to Monitoring and Evaluation.

1.2. Monitoring is the routine collection and analysis of information that focuses on an area of work, project or programme/course, undertaken while the area of work, project or programme/course is ongoing.

1.3. Evaluation is the periodic, retrospective assessment of an organisation, an area of work, project or course, that might be conducted internally or by external independent evaluators. Evaluation uses information from monitoring, current and historic, to develop an understanding and inform planning.

1.4. The purpose of Monitoring and Evaluation at UA92 is to enable UA92 to:
   i. look at all aspects of the higher education experience, including apprenticeships, and consider how learning opportunities for students may be improved.
   ii. support all students to achieve successful academic and professional outcomes.
   iii. consider objectively whether our courses are well designed and of high-quality, and ensure that we can consider whether other systems and processes are effective in ensuring reliable assessment.

2. Scope

2.1 The policy applies to all UA92 staff and all UA92 courses.

2.2 The oversight and management of UA92's quality assurance and enhancement policies and procedures is operated by the Academic Registry team at UA92, working in partnership with colleagues in the Academic team and Lancaster University.

3. Policy statements

3.1 UA92 undertakes monitoring at module level in each block and at Programme level annually.

Module Monitoring and Evaluation

3.2 Module Monitoring and Evaluation consists of a review of the following data:
   i. Number of students
      Student satisfaction (from module evaluation questionnaires)
      Student attendance

ii. Module assessment outcomes at first attempt (pass rates, highest mark, lowest mark, Avg. mark, % at good degree level – 1st or 2:1)

3.3 Following completion of that analysis the following should be detailed:
   i. Contextual information about the module and its delivery;
   ii. Action plan (identifying in-year or end of year actions)

Programme level Monitoring and Evaluation

3.4 Programme level Monitoring and Evaluation is completed using Lancaster University's Annual Programme Review procedure and using the Lancaster/UA92 programme review proforma.

3.5 Outcomes of Module Monitoring and Evaluation will feed into Programme-level Monitoring and Evaluation (see appendix 2).

External monitoring requirements

3.6 For Apprenticeship provision, there may also be an external monitoring requirement from the awarding body, ESFA, OFSTED. The nature and scope of this monitoring will depend on the requirements of the external body.

4. Related documentation

- Quality Assurance and Enhancement: Overview and Summary of the relationship with Lancaster University
- Quality Assurance and Enhancement: Student Voice
- Quality Assurance and Enhancement: Assessment (assessment, marking & moderation, external examiners)
- Quality Assurance and Enhancement: Course Design, Development, Approval and Modification.
- UA92 Academic Regulations
  https://gap.lancs.ac.uk/ASQ/QAE/CollabProvision/Documents/MARP-UA92-Academic-Regs.pdf

5. Appendices

Appendix 1: Module Data Monitoring and Evaluation form

Appendix 2: Programme level monitoring and evaluation form (Lancaster University provision)

Appendix 3: Programme level monitoring and evaluation form (apprenticeship provision)