



**UNIVERSITY
ACADEMY 92**
MANCHESTER

Quality Assurance and Enhancement: Data and Reporting

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		Procedure
		Code of Practice
		Guidance
<u>Area of UA92 business</u>		Academic

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	Marketing and Engagement
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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 data and reporting.

1.2. UA92 uses data to support its analysis of the quality of its courses.

1.3. This policy links to the policy on Quality Assurance and Enhancement: Monitoring and Evaluation.

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 as the Awarding Body for UA92's qualifications.

2.3 Data will be used for the following purposes:

- i. Block monitoring and evaluation.
- ii. Annual monitoring.
- iii. KPI reporting to Leadership team/Board.

3. Policy statements

3.1 Key Performance Indicators

The UA92 Strategic Plan contains the following KPIs which relate to Academic matters:

KPI	Area	Measure
Continuation	Students	Level 4 to level 5 continuation– 90% Level 5 to level 6 continuation – 95% Level 6 to Graduation – 95% No gap in continuation rate between the “most represented” (least deprived) and the “least represented” (most deprived) groups in HE [NB: There is a significant gap in the sector].
Attainment	Students	81% successfully complete the qualification which they enrolled for. 76% of degree students who graduate achieve 1 st or 2:1. Any variance in attainment based on ethnicity or disability status to be less than the sector average annually.
Student Satisfaction	Students	Achieve overall satisfaction levels of 90% in every year

3.2 Module level data: at module level, UA92 collates, and analyses data as follows:

- i. Number of students.
- ii. Student Satisfaction: MEQ outcomes, both qualitative and quantitative.
- iii. Module results: % pass rate, % achieving good honours (60% or higher), highest mark, lowest mark, average mark.

3.3 Module level data is collected each block.

3.4 Course level data: at course level, UA92 collates and analyses data as follows:

- i. Number of students and their characteristics (e.g. Disability, BAME)
- ii. Student Satisfaction:
 - a. MEQ outcomes, both qualitative and quantitative.
 - b. Annual Student Experience Survey outcomes, both qualitative and quantitative (for Level 4 and Level 5 students).
- iii. Student attainment:
 - a. % of students eligible to progress to next level of study.
 - b. % of students who continued to next level of study.
 - c. % of students achieving award they enrolled on.
 - d. % of students tracking for good honours.
 - e. % of students achieving good honours (distinction/merit for Cert HE)
- iv. Academic Integrity: number of cases of academic malpractice/poor academic practice.

3.5 Course level data is collected as follows:

- i. Each block, as part of Students' Attendance and Engagement tracking:
 - a. To identify whether students are on track/not on track for progression to next level of study/completion of award.
 - b. To identify whether students are tracking to achieve good honours (2:1 or higher). This is identified through their Average Percentage Mark (APM) across modules completed.
- ii. Annually for progression, continuation and attainment reporting following decisions of Board of Examiners (progression and awards).

3.6 National Student Survey (NSS): UA92 will engage in the NSS as required under its conditions of registration with the Office for Students. This relates to Level 6 students only, or accelerated students in their final year of study.

3.7 Provision of data

- i. Student data will normally be provided from the LUSI student records system and checked against UA92's internal data collection.
- ii. The following report can be provided from the Lancaster University governance unit.
 - a. Student name, ID, course, level of study
 - b. Disability/no disability
 - c. Ethnic origin
 - d. Date of entry (to identify enrolment block)
 - e. Attendance Status (this will identify the intercalating student)
 - f. Year in scheme of study
 - g. Original qualification/scheme title and current qualification/scheme title
 - h. Average 1st year module mark
 - i. Average 2nd year module mark

4. Related documentation

- Quality Assurance and Enhancement: Overview and Summary of the relationship with Lancaster University.
- Quality Assurance and Enhancement: Course Design, Development, Approval and Modification.
- Quality Assurance and Enhancement: Student Voice.
- Quality Assurance and Enhancement: Assessment (assessment, marking & moderation, external examiners).
- Quality Assurance and Enhancement: Monitoring and Evaluation
- UA92 Academic [Manual of Academic Regulations and Procedures - Lancaster University](#)
[Articulation Policy and Procedure](#)

5. Appendices

Appendix 1: Reporting calendar

Month	Previous years data		Current years data	
	Student Satisfaction	Continuation and Attainment data	Student Satisfaction	Continuation and Attainment data
AUGUST	B6	B5		
SEPTEMBER		B6		
OCTOBER	Whole year	Whole year		
NOVEMBER				
DECEMBER			B1	
JANUARY			B2	L4 – B1 L5 – B1 L6 – L5 + B1
FEBRUARY				
MARCH			B3	L4 – B1+B2 L5 – B1+B2 L6 – L5+B1+B2
APRIL				
MAY			B4	L4 – B1+B2+B3 L5 – B1+B2+B3 L6 – L5+B1+B2+B3
JUNE			Annual Academic Experience Survey outcomes	L4 – B1+B2+B3+B4 L5 – B1+B2+B3+B4 L6 – L5+B1+B2+B3+B4
JULY			B5	Whole year (interim)
AUGUST			B6	L4 – B1+B2+B3+B4+B5 L5 – B1+B2+B3+B4+B5 L6 – L5+B1+B2+B3+B4+B5
SEPTEMBER			Whole year	L4 – B1+B2+B3+B4+B5+B6 L5 – B1+B2+B3+B4+B5+B6 L6 – L5+B1+B2+B3+B4+B5+B6 Whole year (interim)

B = block

L = level