

Periodic School Review: Timeline and process

1. Timeline

1.1. The following flowchart provides an indication of the timeline for the preparation and conduct of Periodic School Review.



2. Overview of process

12 months prior to the review

2.1. CADQ will contact the Dean of the School, School Standards and Quality Manager, Learning and Teaching Manager and the School Administration Manager, via email, 12 months before the event is due to take place. The purpose of this communication will be as follows:

- to summarise the review process;
- to request potential dates for the review event to take place;
- to direct the School towards guidance available on the CADQ website.

6 months prior to the review

2.2. CADQ, in liaison with the School, will set up a Scoping Meeting six months before the review is due to take place. The meeting will be attended by the CADQ Review Manager, the Dean of the School (and / or Deputy Dean if appropriate), the School Standards and Quality Manager, the Learning and Teaching Manager and the School Administration Manager. The agenda for this meeting will include (but is not limited to) the following:

- potential external panel members;
- the School Scene Setting document, Evidence Map and access to supporting documentation, including dates for submission (normally ten weeks prior to the review);
- course information;
- logistics for the review event.

4 months prior to the review

2.3. CADQ will set up an informal progress meeting with the School Standards and Quality Manager, and the Learning and Teaching Manager four months before the review is due to take place. The purpose of this meeting is to discuss the School's preparations, and for the School to raise any questions there may be in relation to the review. The following will also be discussed:

- the meeting with stakeholders;
- the meeting with students to include a variety of students for example, international, disabled, part-time and others from the protected categories where applicable;
- collection of student feedback from collaborative and part-time courses;
- confirmation of event logistics.

10 weeks prior to the review

2.4. The School will be required to submit the following to CADQ ten working weeks before the review (on the date agreed at the Scoping Meeting):

- the School Scene Setting document;
- the Evidence Map.

2.5. This is also the date by which the School needs to provide access to its supporting documentation (see QHS7B).

Periodic School Review event

2.6. The review will normally be a two full day panel event and will include meetings with a range of School staff, students and stakeholders, and a tour of the School's resources.

2.7. At the end of the two day event the Review Chair will provide verbal feedback to the School on the judgements arrived at by the panel.

After the Periodic School Review

2.8. Written feedback, in the form of a 'key findings' letter, will be sent to the School within two weeks of the event. This will include any recommendations and commendations agreed by the panel. The recommendations will indicate the timeframe within which the panel considers they should be acted upon.

2.9. The final report is drafted by CADQ. It is considered and approved by the review panel within eight weeks of the review event and forwarded to the School for comments on matters of accuracy. The report is subsequently approved by ASQC on behalf of Academic Board within three months of the review taking place. A summary of the report is made publicly available on the NTU website.

2.10. A follow-up meeting between the Review Chair, CADQ and School representatives takes place six weeks after the review report has been made available to the School – its purpose is to agree an action plan related to any recommendations made by the panel. Progress on these actions should be reported in the School academic plan (see Quality Handbook Section 6). All actions should be reported as complete one year after the Review event.

Policy owner
CADQ

Change history			
<i>Version:</i>	<i>Approval date:</i>	<i>Implementation date:</i>	<i>Nature of significant revisions:</i>
Sept 2016	30.09.16	01.10.16	Routine updating only
Sept 2017	12.09.17	01.10.17	Clarification of "working" weeks for submission of SRAD
Sept 2018	12.09.18	01.10.18	None
Sept 2019	11.09.19	01.10.19	None
Oct 2019	23.10.19	23.10.19	Removal of reference to SRAD and electronic repository, and inclusion of reference to Scene Setting document and Evidence Map Removal of commitment of CADQ to take hard copies of QH to scoping meeting Change of Supplement number
Sept 2020	16.09.20	1.10.20	None

Equality Analysis		
<i>Version:</i>	<i>EA date:</i>	<i>Completed by:</i>
Sept 2016	N/A	