# Pre-event comments form (validation and review events) (Chair, internal panel member, student panel member)

Forms to be returned to: [qesadmin@surrey.ac.uk](mailto:qesadmin@surrey.ac.uk) or in the post to the Directorate of Quality Enhancement and Standards, room 12, 3rd Floor, Senate House, University of Surrey, Guildford, Surrey, GU2 7XH.

*To ensure that the panel are well prepared for the upcoming event please could you complete the form. If you feel that any of the below sections are not relevant please list NA. The form is to gain a general idea of how you perceive the programme; any comments are welcome. Your time and effort are much appreciated.*

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| Programme award and title of the programme being reviewed/ validated |  |
| Date of validation/review event |  |
| Name / role |  |
| **The programme** | |
| Questions / items for consideration | Panel member’s response |
| *Are the rationale and aims of the programme clear?* |  |
| *Is the content current and relevant?* |  |
| *Are the programme learning outcomes appropriate, do they reflect the content and are they set at the correct level?* |  |
| *Are the module learning outcomes appropriate, do they reflect the content and are they set at the correct level?* |  |
| *Is the programme structure comparable? Does it conform to University expectations?* |  |
| *Is it clear how the various modes of study will work in practice?* |  |
| *Have any programme transfer opportunities been clearly articulated?* |  |
| *Entry qualifications are appropriate and comparable* |  |
| **Assessment, feedback, learning and teaching** | |
| Questions / items for consideration | Panel member’s response |
| *Learning and teaching methods are appropriate to enable the intended learning outcomes to be achieved* |  |
| *Has the learning and teaching strategy been informed by the University’s learning and teaching strategy?* |  |
| *Ethical issues relevant to the subject area have been identified and addressed* |  |
| *Assessment methods are appropriate to assess the content and the learning outcomes* |  |
| *The overall assessment strategy and individual assessment methods demonstrate the level and progression and are balanced across all levels and years* |  |
| *Assessment methods are current and varied* |  |
| *Assessments are comparable?* |  |
| *Formative and alternative assessments are clear and appropriate* |  |
| *Assessment timings are in line with University expectation* |  |
| *Marking / assessment criteria are clear, appropriate and available to students* |  |
| *Timely and constructive feedback is provided to / planned for students on their assessment* |  |
| **Benchmarking and consultation** | |
| Questions / items for consideration | Panel member’s response |
| *The programme is consistent with national benchmarks (such as the Framework for Higher Education Qualifications for England, Wales and Northern Ireland (FHEQ))* |  |
| *The programme learning outcomes are adequately reflected in the module learning outcomes* |  |
| *The programme is in line with standard University quality assurance mechanisms. Where it is not a clear rationale has been provided?* |  |
| *Relevant parties have been consulted regarding the design / development of the programme (such as: stakeholders, industry, students, alumni etc)* |  |
| **Resources** | |
| Questions / items for consideration | Panel member’s response |
| *Staffing is adequate, appropriate and comparable* |  |
| *External involvement in the programme is clear and appropriate (i.e. external / guest / associate lecturers / markers)* |  |
| *Due process has be followed in relation to the need for additional staff (consultation and approval within the Faculty)* |  |
| *There are comparable opportunities for staff development / training* |  |
| *Programme handbook is clear and provides relevant subject area information for the students* |  |
| *The amount of learning resources are sufficient to support the running of the programme* |  |
| *Are there any other resources which could be introduced to improve the programme?* |  |
| *There are no unnecessary barriers to access by disabled people* |  |
| *Public information is correct and where it is not information has been provided on what needs to be amended / has changed (i.e. website, prospectus)* |  |
| **Personal development** | |
| *There are appropriate opportunities for personal and professional development* |  |
| Collaborative provision | |
| *PTY arrangements are in place and follow due process* |  |
| *Sufficient information has been provided on any placements involved in the programme* |  |
| **Evaluation (review only)** | |
| *Please provide any comments you may have in relation to:*   * *Progression rates* * *Completion rates* * *Survey scores (e.g. NSS)* * *Programme team responses to student feedback* |  |
| **Any further comments** | |
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***Thank you for your time and participation***