

Monitoring Report Form 2020/21 (Taught Programmes) - (for 2019/20 provision)

When completing the monitoring reports, Schools should note that the focus should be on identifying key issues and any significant trends. Reports therefore should not be overly detailed or excessively long. **Please note this form is for the 2020/21 academic session, covering 2019/20 provision.**

*Please complete sections 1 – 4 of the form and return to the Education Excellence team (via* [*Monitoring@nottingham.ac.uk*](mailto:Monitoring@nottingham.ac.uk)*) by 4th December 2020 for undergraduate programmes and 5th March 2021 for postgraduate taught programmes. Schools are advised to use a single form for all programmes in the School, including programmes from all campuses.*

By submitting this form you are confirming that the School have undertaken the monitoring process in accordance with Quality Manual requirements, including consideration of feedback from external bodies, such as professional and statutory regulatory bodies, where appropriate.

The Quality Manual page relating to Monitoring can be viewed here:

<https://www.nottingham.ac.uk/qualitymanual/governance/monitoring.aspx>

**School:**

**Programmes:**

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| --- | --- | --- | --- |
| **Title** | **Code** | **UG/PGT** | **Campus (UK/MC/NC)** |
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**1.** **Summary of progress**

Please provide a **brief** summary of your progress implementing the action plan from the previous monitoring report. Attention should be given to those actions points not yet complete and how and when they will be addressed.

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| **Theme/issue** | **Action** | **Outcome – closed/ongoing** |
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**2. External examiner reports**

External examiner reports and School responses to them will be provided to Quality & Standards Committee along with this report. Whilst Schools have responded to issues raised by external examiners as part of the report, please use the section below to list the main areas for attention, and/or recurring issues, along with the planned action.

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| **Programme** | **Matters for attention** | **Planned action** |
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**3. Good practice**

Please use the section below to identify areas of good practice, including innovation relating to learning, teaching and assessment, and where appropriate inform how this has been communicated to staff and students.

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| **Programme** | **Good practice** | **Communication** |
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**4. COVID 19**

Please provide a **brief** commentary relating to the Schools adoption of the Exceptional Regulations introduced as part of the University’s response to COVID 19.

The Exceptional Regulations can be viewed here:

<https://www.nottingham.ac.uk/qualitymanual/exceptional-regulations-covid-19.aspx>

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| **Assessment regulations** | | |
|  | Yes/ No/ Not applicable | Comments |
| Where assessments went ahead, please confirm that substitute assessments were set and tested the same learning outcomes? |  |  |
| Where applicable, please confirm there has been contact with the PSRB and changes have been approved? (there is an expectation that the School/Faculty will have the respective correspondence). |  |  |
| Where applicable, please advise if the External Examiner was notified of the change(s)? |  |  |
| Where applicable, please advise if:  (i) during the decision-making process, programme level learning outcomes were mapped to assessments taking place in 19/20 and an addendum was approved to the satisfaction of the School;  (ii) that this was reported at the relevant exam board. |  |  |
| **Exam Boards** | | |
| Please confirm membership of the exam board. |  |  |
| Confirm that as per the Quality Manual update to quoracy of exam boards in 19/20 the progression/exam boards were quorate as per the regulation. |  |  |

***This section to be completed by the Education Excellence team:***

**5. External examiner reports**

This section provides confirmation of whether all external examiner reports have been submitted and whether School responses to them have addressed all the issues raised.

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**6. Confirmation of standards**

This section provides confirmation of achievement of UK threshold academic standards, including reference confirmation by the external examiner(s).

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**7. Student feedback**

Where relevant, comments may be provided in this section to draw attention to issues arising from student feedback.

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**8. Other comments**

Where relevant, further comments may be provided in this section to draw attention to issues arising from Quality and Standards’ consideration of the completed form, for example where it appears courses may not have been included in the exercise.

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