APPENDIX C: GUIDELINES ON THE CONDUCT OF THE REVALIDATION SUBJECT REVIEW COMPLIANCE EXERCISE

1. **Purpose**
   To evaluate the alignment of the subject area’s activities with the University’s regulations.

2. **Outcome**
   i) A report identifying strengths and weaknesses and any areas of good practice.
   ii) A response to this report by the subject area indicating planned actions in response to the conclusions
   iii) Submission of both documents to the subject review/revalidation

3. **Timing**
   To be arranged between the Registry representative and the School admin contact and to be concluded 3 weeks in advance of the scheduled subject review/revalidation exercise.

4. **Focus**
   Access should be provided to:
   i) Student Panel Rolling Log  
   ii) Course Committee membership, agenda, papers and minutes  
   iii) Course Assessment Board minutes  
   iv) Annual evaluation report  
   v) External examiner reports for taught provision and team’s EE3 response forms  
   vi) Module Specification documents for all modules belonging to that subject area  
   vii) Programme Specification documents for all courses managed through that subject area  
   viii) School Teaching and Learning Committee agendas and minutes (showing consideration of course committee minutes and items)  
   ix) SAVP agendas and minutes (showing consideration of course and module developments)  
   x) School Research Committee agendas and minutes (showing consideration of research developments within the subject area)  
   xi) Other committees which show consideration of course-related information (e.g. NSS results, course development discussions etc.)

   Documentation should be provided for the current session plus one full preceding session, with the exception of iv) and v) above where the last two full cycles should be provided.

   Consideration will, for example, be given to:
   i) Evidence of issues being raised, progressed, actioned and reported back within and between committees  
   ii) Evidence of consultation with respect to course changes and their submission through the committee structure for approval  
   iii) Clear identification of actions required and taken in AE reports and as a response to External Examiner reports  
   iv) Compliance with University regulations in course and module structures, and in Assessment Boards