ACADEMIC QUALITY & PARTNERSHIPS OFFICE

APPENDIX 5: GENERIC DOCUMENTATION FOR VALIDATION / RE-VALIDATION

All procedures and regulations must take account of the appropriate sections of the QAA Quality Code for the assurance of academic quality and standards in higher education.

	Generic Documentation	Check List
1.1	Admissions policies and selection processes	
1.2	Assessment regulations, including:	
	• the requirements for progression from one stage of the course to the next	
	• arrangements for compensation and condonement	
	• regulations on reassessment, which must include:	
	- a requirement that the reassessment of a candidate for an award must normally take place within the maximum period of registration	
	- the number of opportunities for reassessment at each stage of the course	
	- the marks to be carried forward	
	- any effect upon credit	
	• the policy and procedure for addressing mitigating circumstances	
	• the policy and procedure for addressing late submissions	
	• the policy on anonymous marking, arrangements for double marking or other forms of verification	
	• arrangements for intermission	
	• the policy and procedure for dealing with plagiarism, collusion and misconduct	
	• the proportion of work seen by External Examiners	
	• the terms of reference and composition of the examination board, including the minimum number of External Examiners	
	• the award criteria	
1.3	Procedures for the nomination and operation of External Examiners	
1.4	Teaching and Learning policy	
1.5	Annual monitoring procedures	
1.6	Procedures and methods to monitor, reflect on and develop courses with input from stakeholders, particularly students	
1.7	Complaints and appeals procedures	
1.8	Arrangements for oversight and formal monitoring of student progress	

1.9	Opportunities for academic support and guidance	
1.10	Pastoral support	
1.11	Opportunities for personal development planning (e.g. skills/careers)	
1.12	Inclusive pedagogical approaches to support all students and address needs of students with protected characteristics	