

ACADEMIC QUALITY & PARTNERSHIPS OFFICE
APPENDIX 12: ANNUAL MONITORING REPORT (AMR) TEMPLATE
FOR TAUGHT COURSE PARTNERSHIPS

Partner Institution:	
Academic year for reporting:	
Courses delivered in this academic year:	
Courses not delivered in this academic year:	
Author:	
Date of report:	
AMR approved by (within Partner Institution): <i>The relevant minute of the senior HE committee within the Partner Institution which considers the Annual Monitoring Reports, should be appended.</i>	

Section A: INSTITUTION-LEVEL REPORT

As readers may not be familiar with your institution, the first time you use an acronym explain it in full with the acronym in brackets, then refer to it by initials.

For example, Annual Monitoring Report (AMR).

A1. Reflective executive summary

Reviewing the last academic year, provide a summary of the key issues from your 2024/25 institutional action plan (you should also include the action plan in the Appendix).

In writing this summary you may wish to consider including:

- areas of good practice or improvements (include data to support this)
- how you have used data analysis to identify positive and negative trends, particularly within the context of broader subject-area, institutional or sector-wide developments or issues

A2. Activity in response to any external reviews/inspections

Include specific activities

A3A. Which key actions have been achieved from the previous year's institutional action plan?

Include action reference indicator/number

Include the previous year's institutional plan in the appendix of this report

A3B. Which actions have not been achieved from the previous year's institutional action plan and why?

Include action reference indicator/number

A4. Identify any in-year improvements that have been identified and actioned within the institution during the year under review. Indicate what these were, how they came about and what you did. If there is still work to complete, please include in the new action log.

A5. Report on appeals and complaints received during the year.

Please list all appeals and complaints that were considered at the formal stage, as well as providing an evaluative summary.

A6. Annual report on the conduct and outcomes of assessment

Include both of the following in the appendix of the AMR:

- all External Examiner Reports
- The institutional action plan, highlighting where recommended actions were proposed by the External Examiner

(i) Issues raised at the Module Assessment Board(s) (or equivalent)

(ii) Operational effectiveness (conduct of the Progression and Award Board(s) (or equivalent), timing, marks arrays, operational issues)

(iii) Application of institutional regulations

Please comment on the following (where relevant):

- Borderline candidates
- Condoned credit
- Exceptional circumstances (late submission, non-submission, absence, impairment), including statistical data on the number of cases where evidence has been submitted and the proportions of these submissions that were successful
- Trailed resits/resits/repeat stage
- Marking and moderation

(iv) External Examiner comments regarding regulations or assessment procedures
(v) Any other comments on assessment

A7. Additional points for the attention of the University

Section B: COURSE LEVEL-REPORT**Statistical data**

The statistical data in B1,B2 and B3 below is required on a cohort basis, course-by-course. Data must show five years' figures for trend analysis and be presented by:

- Domicile
- Ethnicity
- Age on entry (mature)
- Entry qualification type
- Gender
- Disability

All partner institutions must provide data for B1, B2 and B3.

B1. Continuation and non-continuation data by Level.

This should include the continuation rate (against starters) and the reasons for non-continuation.

B2. Completion data

This should include the completion rate (against starters) and the reasons for non-completion.

B3. Degree outcome data, by award classification.**B4. Evaluative summary of progression of leavers into employment and/or further study.**

Data from the Graduate Outcomes survey should be appended for the 2022/23 and 2023/24 graduating cohorts.

B5. Brief report contextualising the statistics in B1, B2 and B3, highlighting any exceptional results and identifying points of concern and the action to be taken.

B6. Evaluative summary of student satisfaction monitoring and the student experience for each course. This should highlight, in particular:

- the main changes in overall course evaluation scores;
- the modules that have seen the largest increase in student satisfaction scores;
- the modules that have seen the largest decrease in student satisfaction scores;
- a summary of issues arising from Student Representative Forums.

For those partners participating in the National Student Survey (NSS), headline data should be appended.

B7. Review of peer observation of teaching that has taken place during the year.

B8. A synopsis of strengths and issues for each course. Findings should include reference to:

- evaluation of changes resulting from external examiner comments
- evaluations from module/course convenors/leaders
- resources provision
- scholarly activity and staff development activity
- activities undertaken to ensure inclusive teaching and learning and equality of opportunity

B9. Areas of good practice that have been identified as having relevance beyond the course concerned.

Appendix checklist

You must include the following:

- The relevant minute of the senior HE committee within the Partner Institution which considers the Annual Monitoring Reports.
- The previous year's institutional action plan (2024/25)
- The institutional action plan for 2025/26 building on the areas noted in A2 above. It should include actions that:
 - a) are aspects of good practice which are considered worthy of wider dissemination;
 - b) relate to broad matters arising from external examiners' reports;
 - c) are part of wider enhancement plans being deployed by the course teams (or Schools, where applicable);
 - d) are issues that need addressing at partner or University level.

The following template shows the minimum detail required:

Reference	Issue	Source of issue	Planned action	Lead responsibility	Target date	Progress

- Action plan for 2025/26 in response to external examiner reports (unless these actions are incorporated into the institutional action plan)
- All External Examiner Reports
- Headline data from the National Student Survey (NSS) for those partners who participate
- Graduate Outcomes survey data, by course, on progression into employment or further study after fifteen months (for those partners who are OfS registered or seeking OfS registration)