7 ANNUAL MONITORING REPORT (AMR)

7.1 The University requires its partner institutions to monitor validated courses on an annual basis and submit a report for consideration by its Collaborative Provision Committee.

The template to be completed is available on the ADQE (Partnership) Office web pages as Appendix 7. The AMR incorporates an examination board report and partners are requested to append copies of external examiner reports along with institutional responses to those reports.

The following notes are for guidance in completing the template:

7.2 The AMR should comprise both qualitative and quantitative data, plus a reflective executive summary.

7.3 The qualitative report should summarise the outcomes of the monitoring process within the partner institution, identifying highlights and issues for action. The report should include:

- a formal statement from the partner institution certifying that the monitoring process has been comprehensively and satisfactorily carried out, identifying the courses for which reports have been received and listing any omissions (with revised submission dates).
- a synopsis of the findings for each course, to include student feedback, evaluation of changes resulting from external examiner comments, resource provision, staff development etc., together with an action plan detailing:
  - the actions identified;
  - how they will be achieved;
  - by whom and when.

- a statement of any generic issues identified.

- areas of good practice or prominent strengths that have been identified as having relevance beyond the course concerned.

- a review of peer observation of teaching that has taken place during the year.

- a report on examination board(s), appending external examiner reports and associated action plans. Note: any actions arising from the board(s) and external examiner reports may be incorporated into the broader annual monitoring action plan.

- the previous year’s action plan, which should be appended identifying those actions that have been achieved and, where they have not, a further explanation.

The relevant minute of the senior committee within the institution that considers the Annual Monitoring Reports should be included.
7.4 The quantitative report should provide statistical data on a cohort basis, course by course, and, where possible, showing three years' figures (to allow for trend analysis). However, where a partner is already generating data returns for other requirements, these should be adopted where possible, provided there is sufficient parity with the requirements of the University. The template attached is for undergraduate courses; for postgraduate courses, please use the same template and add first degree under entry qualifications and change the degree classification under the exit cohort. For other awards, please adapt the template accordingly. Partners are asked to ensure that percentages are added (as shown in the example in the template).

For 2015/16 reporting, HEFCE-funded partner institutions are required to include Participation of Local Areas (POLAR) data for their student cohorts within the quantitative report.

7.5 Note that Point 4 of the AMR template asks for a statement to accompany the data, contextualising the statistics, highlighting any exceptional results and identifying points of concern and the action to be taken. Point 2 requests a reflective executive summary, looking back over the last academic year and contextualising the data within broader institutional and subject-area developments and issues. The use of diagrams is strongly recommended to clarify the outcomes and ensure trends are more easily identified for the attention of Committee members.

7.6 The ADQE (Partnership) Office is very happy to offer support to partners to ensure that the report conforms to requirements and is a useful document for you as well as Sussex.

7.7 Please submit the Annual Monitoring Reports for 2015/16 to the ADQE (Partnership) Office by Friday 09 December 2016.