

**AER Scrutineer’s Report 2024-25**

The University guidance on the annual evaluation process can be found on [SharePoint](https://uniworcac.sharepoint.com/teams/uwd-0065/SitePages/Annual-Evaluation-Report.aspx).

Please review the AER and complete the sections below. Completed reports should be copied to the Head of Department and School Quality Administrator.

**Course/Programme Title*:***

**Author of Report:**

**Name of Scrutineer:**

**Date Report received:**

**Date Review completed:**

**Section 1: Feedback from Scrutineer to Course Team**

* 1. Is the evidence base for the AER complete?

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Not applicable** | **Comment (optional)** |
| Action plan from previous year with progress update  |  |  |
| External Examiner Report with completed response section |  |  |
| SSLC minutes |  |  |
| Any PSRB Report and response received in previous year |  |  |
| Link Tutor report (Collaborative provision only) |  |  |
| Overview report (where course delivered by more than one partner or at various sites) |  |  |

1.2 Please comment on the extent to which the report (and associated evidence):

|  |  |
| --- | --- |
|  | **Comment** |
| Effectively considers the statistical indicators on retention, progression, achievement, employability and satisfaction etc. and identifies appropriate actions |  |
| Fully addresses issues raised by External Examiners, and if relevant PSRBs, and identifies appropriate actions |  |
| Effectively considers student feedback from various sources (including CES and NSS where appropriate) and identifies appropriate actions  |  |
| Is sufficiently evaluative |  |
| Indicates good progress has been made in relation to actions from previous year |  |
| Has undertaken a SWOT analysis that feeds into the Enhancement Plan |  |
| Has a realistic Enhancement Plan (with clear specific actions, key milestones and success measures) that addresses relevant issues and demonstrates a commitment to continuous improvement.  |  |
| For courses with a placement of work-based learning element, include evaluations of the effectiveness of the employer collaboration process, and the quality of the workplace experience of the students. |  |
| Has considered modules with fail rates of 20% or more at first sit, and identified appropriate actions to address this. |  |

1.3 Please provide any advice for the author in in relation to the following:

|  |  |
| --- | --- |
|  | **Comment** |
| Any significant omissions from the report |  |
| Any matters for development or improvement that you feel should be added to or prioritised in the Enhancement Plan |  |
| The approach to student engagement as evidenced by the report and the Course Management Committee minutes (e.g. student voice and responses, discussion of evidence from e.g. External Examiner reports, NSS etc.). |  |

 **Section 2: Advice from Scrutineer to School Senior Management Team**

Please complete the following

|  |  |
| --- | --- |
|  | **Delete or comment as appropriate** |
| Any issues identified in the AER that require action at School or University level  | Yes/No/Comment |
| Any significant strengths or good practice that could be disseminated more widely | Yes/No/Comment |