**QA Process for Covid-19-related Changes for UG and PGT 2020/21**

Pedagogic Advice

Fran Garrad-Cole leading

Educational Experience & Learning Technology

Graham Bird   
leading

Consultation with PSRBs, if relevant

w/c 29th June

**School Covid-19 Plan**

School addresses the programme/module changes required   
and records them in the Covid-19 Plan.

School evaluates the risk level (see below) and

identifies where programme learning outcomes are impacted (red)

by 1st August

**Low Risk:**

Changes to mode of module delivery and assessment methods, with appropriate adjustment, up to 100%.

Changes up to 20% of module learning outcomes.

**High Risk:**

Changes impact on ability to meet any programme learning outcome.

Changes impact on PSRB requirements/  
accreditation

1st September

Report to PAG

Considered by PAG

External examiners informed of changes

External examiners consulted about changes

QAV Unit to provide template forms

Module Changes Form

Programme Amendment Form

Module Advice

Enlli Thomas   
leading

**Medium Risk:**

Changes to more than 20% of module learning outcomes

School based module feasibility assessment

Students informed of changes

Students consulted about changes

When drawing up their plan, Schools will need to determine the risk level for each module, based on the changes being made to the module.

**Low Risk:** Modules: Changes to mode of delivery and assessment methods, with appropriate adjustment, up to 100%. Changes up to 20% of module learning outcomes.

**Medium Risk:** Modules: Changes to more than 20% of module learning outcomes.

**High Risk:** Changes impact on students’ ability to meet all programme learning outcomes or changes to module learning outcomes. Changes impact on PSRB requirements/accreditation.

Suggested initial process

1. QAVU Briefing with School DTLs.
2. School DTLs brief School on process and responsibilities.
3. Schools decide what, if any changes are required to their modules, collate these changes and pass on to School DTL.
4. School DTLs complete their School Plans initially for modules and evaluate the level of risk based on the guidance above and advice from QAVU.
5. School DTLs and key staff assess changes to programmes and identify any orange or red risks for programmes within the school.
6. School DTLs complete the programme section of the School-level plan
7. Forward school plans to QAV
8. MO or programme leads complete the module or programme level forms as needed and pass on to School DTL to obtain sign off from DTL and Head of School and College DTL (for programme-level changes).
9. School plans and any module or programme documentation are sent to QAVU by 1st August.