**UoNO Guidance on standards for verification**

This document provides guidance for UoN Academic Experts for completing UoNO verification reports.

When completing the Verification Templates, academic experts are asked to consider the following guidance. Note, Academic experts need permission to act for UoNO which should be obtained prior to completing the verification reports.

Academic experts are required to answer a range of questions and invited to comment further. Further comment is especially helpful in helping UoNO to reach a decision about whether or not to verify that product.

The following list of questions and guidance are intended to highlight various issues on which we would welcome comment and which should guide your recommendation. The guidance provides a non-exhaustive set of questions that you are asked to consider when completing the templates.

In all cases, if you may give conditional answers, for example of the form ‘yes, if x can be confirmed’. You may also indicate that you require further information in order to reach a view. If so, please indicate what further information would be required.

**For Phases 1 & 2 – Review and Re-review of platform and materials:**

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| Question | Guidance | |
| Is the scope and breadth of the learning appropriate for the stated aims and learning outcomes? | * Does the level of the learning detailed in the learning product’s outcomes align with the FQHE level descriptors at level 4 or above? * Are the learning outcomes clearly stated and learning activities clearly mapped against the learning outcomes so as to ensure coverage? | |
| Do the learning activities provide sufficient opportunities for learners to develop the knowledge skills and behaviours required to achieve the stated aims and outcomes? | * The learning product should have multiple learning outcomes that address a combination of knowledge, skills and behaviours. Do activities scaffold this learning sufficiently? * The learning product should provide opportunities for learners to demonstrate what they have learnt through concrete outputs that they generate. Are such opportunities present to a sufficient degree? | |
| Does the amount of time and/or level of commitment that the learner must invest to complete the programme reflect the scale and scope of the learning outcomes? | * Learning product will normally require more than 20 hours of study time to complete * Is there a clear statement of the number of hours of learning/assessment activity that learners are expected to undertake? * Is the number of hours specified commensurate with the overall volume of work? | |
| Is the learning platform set up in such a way that makes clear to learners what they need to do, when? | * Different providers will arrange their online platforms in different ways. Nonetheless, the platform should be clear, well signposted and with a structure that learners should be able to navigate. It should also give learners clear guidance as to what they need to do, with all deadlines also made clear. | |
| Is all relevant information around process clearly presented and made available in a suitable range of formats? | * Different providers will arrange their online platforms in different ways. Nonetheless, the platform should be clear, well signposted and with a structure that learners should be able to navigate. Different learners will have different needs and so it is appropriate to consider whether learners with a range of different needs will be able to access the material required. | |
| Is there a suitable process in place to ensure that learners who might be struggling can access support? (This might include ECs, Appeals, complaints, etc.) | * It is not expected that providers have in place exact analogues of the UoN processes for complaints, appeals, or ECs. Nonetheless, it should be clear to learners what they should do if they are struggling, how this course of action will support them, and give them a clear roadmap to the completion of the process. | |
| Are there any other areas of concern that you have about the programme that might prevent renewed verification? | * Please consider anything that may impact the overall quality profile of the learning product (e.g. start / end dates, number of learners, cohort distribution of attainment measures / marks). * Do you have any recommendations as to how the product might be improved in future? | |
| Do you believe that the programme should be verified? | Reflecting on your responses to the above, do you consider it appropriate for the UoN to endorse this product? | |
| This document, especially section 2, may be helpful reading for reviewers: https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook | | For avoidance of doubt, none of the courses evaluated should fall under OFSTED or OFS regulations. | |
| For UoNO Academic Director: Are all aspects of the programme and its quality assurance that are mentioned in the contract between UoN and the provider dealt with in the platform and resource available to learners? | | This will require careful cross checking of the contract with the platform and materials. You should confirm that you have sight of the contract. | |

**For Phase 3 – Monitoring of Standards:**

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| Question | Guidance |
| How much work did you review?/What was the cohort size? | We are looking to ensure that a review considers 50% of completed assessment outputs, up to a total of 40 learners. Please give the total cohort size and the number of items of assessment that you reviewed. |
| Do you confirm that the work reviewed provides robust evidence showing that learners who have completed the learning product can demonstrate the knowledge / skills / behaviours specified in the learning outcomes? | * What is the distribution of marks and/or the nature of the feedback that has been provided for each element of assessment?. * Has all promised feedback been provided? Is it of a suitable standard to help the learner? * Do you think that there is sufficient evidence that learners who have completed the learning product can demonstrate the knowledge / skills / behaviours specified in the learning outcomes? |
| Were you able to select work ato be reviewed or was it provided for you?? | * The intention is that you should be able to select a sample of work for review, rather than having it selected for you. Was this the case? |
| Are there any other areas of concern that you have about the programme that might prevent renewed verification? | * Please consider anything that may impact the overall quality profile of the learning product (e.g. start / end dates, number of learners, cohort distribution of attainment measures / marks). * Do you have any recommendations as to how the product might be improved in future? |
| Do you believe that the programme should be verified? | Reflecting on your responses to the above, do you consider it appropriate for the UoN to endorse this product? |
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