

IQER Self Evaluation Preparation

Integrated Quality and Enhancement Review (IQER)

Further Education Colleges running directly funded Edexcel Higher Nationals

Documents which may be helpful when centres are preparing their Self Evaluation portfolios for IQER

Programme approval and current programme data

Edexcel does not maintain a formal partnership agreement with centres running its Higher Education programmes, unlike HEI partner centres. However, you should have a record of **programme approval** for Higher National programmes. (Centre approval, on the other hand, probably occurred, in the case of FECs, a very considerable time ago).

Programme approval documentation relating to NQF Higher Nationals can be found on the Edexcel website.

You may wish to refer to data held on **Edexcel Online (EOL)** about your programmes, but be aware that EOL only holds *current* programme information.

Higher National programme details (the Edexcel specification)

Please ensure that you have copies of the relevant specifications for your Higher National programmes; the NQF specifications can be downloaded from the Edexcel website. Go to:

<http://www.edexcel.org.uk/quals/hn/>

Programme Specification

The QAA expectation of a Programme Specification for all HE programmes means, of course, far more than simply the Edexcel programme details, as mentioned above! See Edexcel *Specialist Paper 4: Programme Specifications* at:

http://www.edexcel.org.uk/VirtualContent/93939/Programme_Specifications_4.pdf

Also see the published QAA guidance on Programme Specifications at:

<http://www.qaa.ac.uk/academicinfrastructure/programSpec/guidelines06.pdf>

Higher National assessment and grading

You may wish to ensure that you can provide details of any **internal training** undertaken with programme staff about the assessment and grading process for Higher Nationals (particularly for NQF Higher Nationals). If you have participated in training run by the Edexcel **Professional Development and Training** unit, you should have been given training packs and materials.

Quality assurance process for Higher Nationals

A key document is the *External Examining Handbook 2007/8* which can be found on the Edexcel website at the following location:

http://www.edexcel.org.uk/VirtualContent/103974/HE_Handbook_2007_8_Final.pdf

In addition, the *External Examiner report form* may be found at:

http://www.edexcel.org.uk/VirtualContent/89562/External_Examiner_report_form_20078.doc

You will have copies of completed **External Examiner reports** and, possibly, the response of the centre to the External Examiners, as well as internal records of the way in which the External Examiners' comments and recommendations were dealt with by your centre. If there has been any special quality issue investigation relating to Higher Nationals in your centre, you should also have documentary evidence of this.

Edexcel regularly posts upon its website a number of *Specialist Papers*. Although these are designed to assist External Examiners, programme teams in centres should also find many of them very useful. There are currently 9 on the Edexcel website and they are as follows:

1. Assessment Boards
2. Meeting Students
3. Evidence Sources and Gathering Information
4. Programme Specifications
5. Reporting Academic Standards
6. Group Assessment
7. Late Work
8. Internal Verification
9. The use of Time Constrained Assessments

The *Specialist Papers* can be found at:

<http://www.edexcel.org.uk/sfc/feschools/qa/spec-papers/>

On the same webpage is the annually posted *Top Ten Tips for Centres*, which provides general guidance for programme teams, based on the experience of the previous year's External Examiner reports.

Note that one of the *Specialist Papers* provides a general guide to internal verification of Higher Nationals: you should note that it is not Edexcel policy to prescribe the nature and form of your internal verification arrangements, but you should have a well structured and documented process.

Edexcel policy documents

Our policy in a number of important areas is determined and underpinned by formal policy documents, all of which are posted on the Edexcel website at the following location:

<http://www.edexcel.org.uk/about/policies/centrepolicies/>

The documents which you are most likely to find useful are:

- Reasonable Adjustment and Special Considerations
- Assessment Malpractice
- Accreditation of Prior Learning
- Appeals
- Distance Assessment

Other information

The obvious documents have been listed above but please contact the Edexcel HE Manager if you have any further queries.

External Examiner allocation to Higher National programmes for the 2007/8 academic year will take place during January 2008. As far as possible, we will try to ensure continuity of allocation.