

Top Ten Tips for centres on enhancing HE quality

- 1 Provide training and development aimed at enhancing staff understanding of the Quality Assurance Agency (QAA) Academic Infrastructure (AI) and (for HEFCE funded centres in England) the new QAA Integrated Quality Enhancement Review (IQER) method.
 - 2 Develop and use dedicated quality assurance systems specifically for HE programmes.
 - 3 Recognise the importance of research and scholarly activity in supporting effective teaching in HE and consider some relaxation of contact hours for FE tutors teaching HE.
 - 4 Challenge plagiarism and the use of secondary sources, such as photocopies, internet downloads and tutor-generated handouts submitted as the student's own work. Introduce policies and procedures to address plagiarism and academic misconduct.
 - 5 Instruct students in the need to acknowledge their sources, systematically reference their work and provide comprehensive bibliographies. Recognise that Higher Nationals are higher education programmes and that students should therefore be making consistent use of accepted referencing systems in every unit.
 - 6 Introduce an on-line database and a virtual learning environment where none currently exist. Use these to enhance the 'journey to the independent student' and to reduce reliance upon long hours in the classroom.
 - 7 Develop a tutorial provision if there is none in place currently. Support this tutorial provision with a structured Personal Development Planning (PDP) regime, that includes individual learning plans, target setting, tutorials and/or progress reviews.
 - 8 Continue to improve centre assessment procedures in line with the requirements and precepts of the *QAA Code of Practice, Section 6: Assessment of students* and, in particular, provide comprehensive and targeted **written** feedback to all assessed work, especially when assessed work has received a low grade, such as Referred or Pass.
 - 9 Return assessed work to students within a reasonable and agreed time after submission. Visit the Edexcel website in order to access the excellent advice provided in Specialist Paper 7 *Late Work*. Use this to develop a centre policy on late work and referral.
 - 10 Develop a centre policy on the use of end-tests and examinations as assessment instruments. Consider whether they cover all of the criteria effectively and whether their use tends to encourage compensation and discourage feedback. Visit the Edexcel website in order to access the excellent advice provided in Specialist Paper 9 *Time Limited Assessment Activities*.
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