

Specialist Paper 12

IQER Self Evaluation Preparation: Guide for Centres

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

1. Programme approval

Edexcel does not maintain partnership agreements with centres running its Higher Education programmes, unlike HEIs. You should, however, have a record of programme approval for Higher Nationals. Centre approval probably occurred a very considerable time ago!

Programme approval data for current programmes is held on Edexcel Online (EOL)

2. Higher National programme details

Ensure that you have copies of relevant HN specifications; all the NQF specifications can be downloaded from the Edexcel website:

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

3. Programme Specification

The QAA expectation of a Programme Specification is outlined in our *Specialist Paper 4*, which can be accessed at:

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

See also the published QAA guidance on Programme Specifications at:

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

4. Higher National assessment and grading

Ensure that you can provide details of any training undertaken with programme staff (whether internal or external). If you have participated in any Edexcel Professional Development and Training sessions, training packs and materials provided during such events may provide useful evidence.

5. Quality assurance for Higher Nationals

The *External Examining Handbook* for 2008/9 can be found on the Edexcel website at the following location:

http://www.edexcel.org.uk/VirtualContent/106433/HE_Handbook_0809_v1_1.pdf

You should have copies of completed External Examiner reports and of responses to these reports, as well as records of the way that External Examiner recommendations and action points were dealt with by your centre.

Edexcel's series of *Specialist Papers*, designed to support both External Examiners and centres, is posted on the Edexcel website at the following location:

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

There are currently 12 papers in the series and new ones are added from time to time. Please note that Paper 8 on *Internal Verification* provides a general guide only; it is not Edexcel policy to prescribe the detailed form and structure of your IV arrangements.

6. Edexcel policy documents

Edexcel policy in a number of critical areas, including Assessment Malpractice, Appeals, APL and Special Considerations, is detailed in a number of policy statements which are posted at:

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

7. Other information

Please feel free to contact the Edexcel HE Manager if you have any further queries:

ian.fleming@edexcel.org.uk

External Examiner allocation to Higher National programmes normally takes place early in January and continuity of allocation for 3 years is ensured as far as possible.