

# Role of the Review Secretary

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# The Review Secretary



# Before the site visit

**Preparation,  
Preparation,  
Preparation!**



# Before the site visit

## Preparation:

- Familiarise yourself with the ENQA Guidelines
- Focus on the Terms of Reference and requirements of the exercise 'Type A of B'
- Read other ENQA Review Reports
- Prepare draft report template
- Prepare draft timetable for site visit
- Prepare draft timeline for review (pre & post site visit)

# Before the site visit


## Communication:

- Make early introductions to the Institutional Contact , the Chair, and the Panel
- Hold telephone meetings with the Chair regularly (2-3 recommended)
- Act as the conduit between the Panel, ENQA and the Agency throughout the exercise
- Manage logistical arrangements
- Manage expectations



# Before the Site Visit

## Self Evaluation:

- Agencies not used to writing self assessments themselves
- Fall into usual traps – 70% description/30% evaluation
- Poorer  Harder
- Core evidence source – what else is needed?
- Collate Panel member reactions, questions and comments



# Before the Site Visit

## Documentation:

- Maintain accurate list from outset of all documents received and considered
- Examine Agency Website
- Examine National Docs
- Examine ENQA Reports
- Quality not Quantity
- **EVIDENCE BASED FINDINGS**



# Before the site visit

## Key Outcomes of the Review Secretary:

- Agreed core set of lines for enquiry
- Agreed a timetable for the site visit
- Arranged all logistical arrangements
- Shared a short briefing paper with the Panel
- Have a draft of the review report template ready
- Have clear expectations of the requirements, deliverables and timelines of the process



# During the site visit

THE INSPECTORS ARE COMING





**EXPERT**



# During the site visit

## Work efficiently and effectively...

### With the Agency

- Key contact point throughout
- Ensure the Agency recognises the Panel is here to assist not hinder
- Ensure the panel remains conscious of the efforts made by the Agency to accommodate the Panel
- Ensure courtesies and professionalism are upheld
- Ensure the Panel keeps to time
- Ensure any additional requests made during the visit are proportional and necessary



# During the site visit

## Work efficiently and effectively...

### Within the team

- Meet on night of arrival
- Sit alongside Chair
- Keep notes of formal and informal discussions
- Keep team on track
- Use time wisely



# During the site visit

## Work efficiently and effectively...

### To collate accurate oral and written evidence

- Ensure that attendance lists per meeting are accurate
- Ensure that a list of reference materials accessed during the visit is maintained
- Ensure that any outstanding documents requested by the Panel are provided

# During the site visit

## Work efficiently and effectively...

To ensure there is sufficient evidence to produce the oral and written reports

- Use the Checklist
- Check that sufficient evidence has been gathered at the end of each session and at the end of each day
- Keep the chair advised of any shortfalls or where sufficient evidence has been gathered
- Use the penultimate evening to draft the report and agree the findings to be presented to the Agency on the final day

# During the Site Visit

## Key Outcomes of the Review Secretary:

- Sufficient evidence (oral and written) has been collected, discussed and agreed within the Panel against each [ENQA Membership Criterion](#)
- Discussed and agreed a judgement on compliance for each [ENQA membership Criterion](#) (fully/substantially/partially or non)
- That a recommendation on overall compliance has been agreed
- That any other aspects of the review (Type 2) have been sufficiently addressed
- That a timetable for post review actions is agreed
- That the oral report reflects key outcomes: + -
- That the final written report will not be a surprise

# After the Site Visit





# After the Site Visit

## Meet Requirements:

### The report must...

- Accurately reflect the findings of the panel
- Provide evidence, analysis and conclusions against each ENQA membership Criterion
- Ensure the requirements of the exercise are met: Type A and/or Type B
- Provide an clear account of the evidence collected by the team for the ENQA Board to make its decision on membership
- Provide a useful tool for the ongoing development of the Agency itself
- Resonate Nationally



# After the Site Visit

## Meet Deadlines:

- Block out a solid week
- Take advantage of your pre- site visit preparations
- Stick to your deadlines
- Ensure fellow Panel members and the Agency stick to their deadlines
- Ensure Chair signs off





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