

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

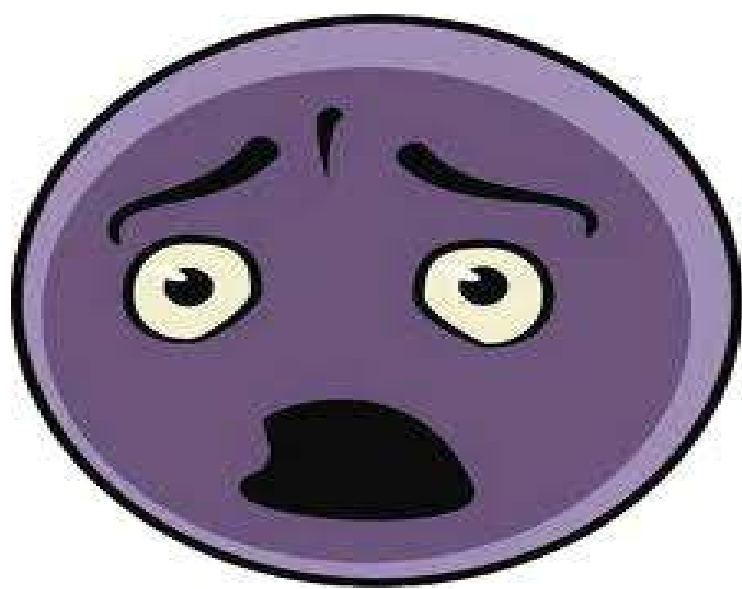
During the site visit

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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