

Aide Mémoire for Educational Accreditation/Reaccreditation Visits

Below is a list of information required by the panel¹ before the educational accreditation/reaccreditation visit. In addition, there is a list of information that should be made available on the day of the visit.

This form is designed to help both the University and the Society.

Stage	Information Required	Essential	Desirable
Pre-Quotation	Matrices <i>Normally three component standards are accredited for a course. Where two standards are to be accredited more detail is required as a narrower course is expected to cover the material in greater depth. The Interpretation, Evaluation and Presentation of Evidence Component Standard is always assessed.</i>	✓	
	Interpretation, Evaluation & Presentation of Evidence	✓	
	Crime Scene Investigation		✓
	Laboratory Analysis		✓
	Digital Forensics		✓
	Forensic Anthropology		✓
	Forensic Archaeology		✓
	<i>This information should be submitted to the Society before a quotation can be issued. Once received the quotation will be sent to you. When a quotation has been accepted the following information will be requested.</i>		
Pre-Visit²	Documents are required at least 1 month in advance of the visit date³.		
	Staff CVs ⁴ <i>(it would be helpful to categorise those staff with professional forensic experience as distinct from the more generalist academic staff – see guidance for providing staff cvs)</i>	✓	
	Module Descriptors ⁵	✓	
	Programme Specifications ^{2/6}	✓	

¹ The panel will consist of 3 assessors, an Independent Chair, an academic and a practitioner

² Pre-visit information must be received at least 4 weeks before the visit date. Information received after this date may result in a further accreditation visit date being arranged and additional costs.

³ Wherever possible, please provide a link to specific documents as you are more familiar with the structure and layout of your VLE than our assessors will be.

⁴ By setting up the visit, completing the Surveillance Proforma and progressing with arrangements you are agreeing for your details and staff profiles/CV's to be circulated to the CSFS and assessor panel for the purpose of the visit only. All staff CV's will be destroyed after completion of the visit and once the university has been notified of the outcome.

⁵ You may use different terminology such as 'course handbook'.

⁶ If your programme specification includes module descriptors there is obviously no need to submit these separately.

	Student Handbooks (including timetable information) ²	✓	
	List of Resources e.g. staffing, staff development, library – books, e-books, VLE (ideally not more than 1 or 2 pages, a list will suffice)	✓	
	Details of University Facilities e.g. Buildings such as crime scene house, body farm. Equipment – analytical equipment and specifically the forensic equipment such as cameras, specialist lighting, ESDA, ELSA, super glue cabinets etc. (ideally not more than 1 or 2 pages, a list will suffice)	✓	
	Samples of Examination Papers and Model answers	✓	
	Copies of most recent External Examiner Reports (please also provide a copy of the university's response to the External Examiner Reports)	✓	
	List of project titles (from previous years) paper or lab based	✓	
NB: Where information may be repeated e.g. modules, there is no need to submit the same material twice. When submitting the documentation please advise if this is the case.			
Stage	Information Required	Essential	Desirable
Day of Visit*	The following additional information is requested to be made available to the panel on the day of the visit.		
	Copies of Project Reports and Assessment ⁷	✓	
	Samples of Examination Scripts ⁴	✓	
	A brief account of any recent relevant staff development in support of the delivery of the course ⁴	✓	
	Access to the Virtual Learning Environment (where relevant)		✓
	Meeting with Staff and Students (from all years of course)	✓	
	Student Work. In terms of number of projects (2 or 3 from 70%, 2 or 3 from 60% and 2 or 3 from 50%) ⁴	✓	
	If there are any Special Poster Events the panel would like to see some of the work presented by the students or their portfolios		✓

ALL documents sent prior to the visit should be sent electronically to accreditation@csofs.org

Notes

**Please ensure that an appropriate room is set up for the panel to use and refreshments available.*

The Panel will not be able to provide feedback on the day of the visit itself but only a recommendation to the Society's Educational Accreditation Committee

If you have any queries, please contact Katharine Mitchell on +44 (0)1423 534646 or accreditation@csofs.org

⁷ The assessor panel will endeavour to review all essential information provided on the day of the visit. However, in exceptional circumstances this may not always be possible.