



## Aide Mémoire for Educational Surveillance Visits

Retention of educational accredited status requires universities to engage with a programme of surveillance visits (normally a one person surveillance visit midway during the 6 year cycle). This programme ensures that standards are maintained and that any changes in the staffing, resources or teaching do not impact adversely upon the accredited programme(s). A surveillance visit is a light touch version of an accreditation or re-accreditation visit and does not require the same level of review. Although there are some core elements in terms of meeting staff and students there will be a reduced amount of paperwork. A surveillance visit normally takes about half a day and involves one or two panel members. The depth of the visit and the amount of work reviewed will depend on an assessment made by the Society in the light of the Surveillance Proforma returned by the university.

Below is a list of information required by the panel before the review visit. In addition there is a list of information that should be available on the day of the visit.

Stage	Information Required	Essential	Desirable
<b>Pre-Quotation</b>	The Office will contact the University to arrange a Surveillance visit and send a Surveillance Visit Proforma form to be completed	✓	
	The University to identify, if they wish to put forward, any additional courses or (component standards for existing courses) for accreditation prior to a quotation being issued <sup>1</sup>	✓	
	<b>Matrices</b> Where there are to be new courses or component standards to be accredited then the university should submit the appropriate matrices:	✓	
	Interpretation, Evaluation & Presentation of Evidence	✓	
	Crime Scene Investigation		✓
	Laboratory Analysis		✓
	Digital Forensics		✓
	Forensic Anthropology		✓
	Forensic Archaeology		✓
	<i>Upon receipt of all the above information a quotation will be issued by the Office</i>	✓	

<sup>1</sup> If additional degree courses/programmes are identified they will almost certainly necessitate a full panel assessment.

<b>Pre-Visit<sup>2</sup></b>	<b>Documents required at least 1 month in advance of the visit date.</b>		
	Complete Surveillance Proforma Form <sup>3</sup>	✓	
	The Schedule of Visit will be drafted by the Society and sent to you for agreement	✓	
	The Educational Quality Standards Administrator will provide previous reports to the assessor(s) to ensure the assessor is fully aware of previous actions, conditions, requirements, recommendations and commendations		
<b>Day of Visit<sup>4</sup></b>	<b>The following additional information is requested to be made available to the panel on the day of the visit.</b>		
	Access to physical resources (e.g. laboratories, court room, specialist equipment) where these have changed since the previous visit		✓
	Access to the Virtual Learning Environment (where this has changed since the previous visit)		✓
	List of project titles (from previous years) paper or lab based	✓	
	A brief account of any recent relevant staff development in support of the delivery of the course	✓	
	Meeting with senior staff	✓	
	Meeting with teaching staff	✓	
	Meeting with representative students	✓	
	Examples of students' work, such as projects, posters, examination papers, model answers and scripts are not usually required, unless requested in advance by the panel		✓

ALL documents sent prior to the visit should be sent electronically to [accreditation@csfs.org](mailto:accreditation@csfs.org)

### **Notes**

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

If you have any queries regarding this form then please contact Katharine Mitchell on +44 (0)1423 534646 or [accreditation@csfs.org](mailto:accreditation@csfs.org)

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

<sup>3</sup> 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.

<sup>4</sup> \*Please ensure that an appropriate room is set up for the panel to use and refreshments available