

Guidelines for Assessors when Completing a Paper Surveillance Recommendation Report

When considering a paper surveillance you should:

1. Read the previous report(s) (provided by Educational Quality Standards Administrator) to identify any previous issues, conditions, requirements or recommendations.
2. Read the paper surveillance and ensure the previous issues have been dealt with accordingly and comment appropriately. Your comment should reflect that they have been completed, have been partially completed and need following up, before continued accreditation is granted or carried over to the next surveillance. The issues may be such that you are not satisfied and require them to be commented on before accreditation can be granted. If any issues have not been appropriately addressed then you may be recommending to the committee not to continue with accreditation.
3. Ensure all questions on the proforma have been answered and commented on. It is generally not sufficient to simply say, no, none and sign the form! There will need to be evidence of continual improvements as well. (Universities are often changing module credit limits, amalgamating modules, renaming etc.) These changes are all normal but they need to comment that there is no substantial change in content.
4. In the case of new staff, teaching on forensic courses then CSFS requires the CVs before accreditation or continued accreditation can be granted.
5. Try and comment on issues met or not, add actions or activities which should be followed up at the next visit. This is important for the next surveillance activity.
6. Make a definite comment that continued accreditation should be granted or not. If not, what are the issues for the Accreditation Sub-Committee to consider. If necessary get the report sent back to the University to seek clarification.

Please note that your assessor report will be read within the office and by the Chair before being fully circulated.

Helen Davies
Chair of Accreditation Sub-Committee