

**Partnership Team Leader Assessment Monitoring Report (taught programmes)**

Partnership Team Leaders (PTLs) who will undertake the assessment functions are appointed

where partnerships involve several programmes, and there is an Executive Partnership Team Leader (EPTL) appointed to oversee all the programmes in relation to the developmental and monitoring functions.

It is expected that PTLs who undertake assessment functions will have regular contact with collaborative partners and will **submit *one monitoring report for assessment, per semester*, using this template.** The report should be based on all interactions with the collaborative partner (email, voice/video calls etc.)

The expectation is that PTLs who undertake assessment functions for more than one programme at a partner institution will use one monitoring report for all programmes.

**Please do not name individual staff members in the Monitoring Report.**

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| **Name of PTL:** |  |
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| **Name of partner:** |  |
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| **Name of programme(s):** |  |

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| **Actions completed since last monitoring report**  This section should be used as a tracking mechanism and action plan, to inform the work required by both the University and the partner It should be cross-referenced to the ‘Actions Now Required’ section of the previous report. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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| **Assessment** |

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| Have you reviewed and provided written comments on draft examination papers or other assessments ? | YES | NO |

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| If yes, please provide the details here. |
| If no, please provide explain why and record details of future action in this regard and include in the ‘Actions Now Required’ section. **Please note it is a requirement for you to review assessments.** |
| Please provide details of marking responsibilities, moderation (and cross moderation with other partners delivering the same programme) etc. and include any actions in the ‘Actions Now Required’ section. |

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| Have you sampled student work? | YES | NO |

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| If yes, please record any observations here. |
| If no, please provide explain why and record details of future action in this regard and include in the ‘Actions Now Required’ section. **Please note it is a requirement for you to sample student work.** |

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| **Programme delivery/management** |
| Please record here any comments regarding general issues in relation to the programme’s delivery and management, including discussions with staff at the partner, the Executive PTL etc. |

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| **Quality Enhancement**  This section should be used to record examples of good practice so that initiatives, innovation and good practice in schools and the partners can be identified and shared across the University. |

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| Have you identified any examples of good practice? | YES | NO |

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| If yes, please record any observations here. |

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| **Actions now required**  This section is designed to be detachable and to form the basis of an action plan and system for monitoring progress. It will define actions now required in relation to the partner. | | |
| **Action** | **By Whom**  **(name of individual and organisation)** | **When** |
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**PLEASE SEND A COPY OF THE COMPLETED REPORT TO THE PARTNER AND TO**

**THE COLLABORATIVE PARTNERSHIPS OFFICE**

You may also send a copy to your Institute Board, via the Principal Administrative Officer, and to the relevant Programme Manager, where applicable