

## **JAMES Accreditation Visit Schedule:**

Representatives of JAMES will visit the educational establishment to discuss the course, meet students, inspect facilities and project work. The institution will provide secretarial backup to take notes of the two meetings\*.

**9.00am.** Arrive, coffee in room set aside for assessors for the day. Assessors meet to review procedure.

**\* 9.15am.** Meet with course leader, senior management, marketing and Quality Control. Assessors describe briefly the supportive context of JAMES accreditation and the added values. Course leaders and others describe the background and context to the courses and future plans, this can include procedures for monitoring student wellbeing and support procedures.

**10.00am.** Tour of the facilities, during which questions can be asked. Meet technical and service staff, review facilities booking system, hearing health procedures.

**11:15am.** Meet with students of the course or courses. The assessors need to meet with a minimum of two students from each course from each year. Staff do not take part in this!!

**12:15** Lunch. [Often with the students].

**1:00pm.** Assessors review 2 pieces of the best final year projects from each course. The course leaders ensure that this is in the best listening environment and that equipment is set up with files ready for immediate access. The assessors would like the students to be available to present their work if this is possible.

**2:00pm** The assessors meet alone in their room to discuss findings and prepare for course team meeting.

**\*2.30pm** Assessors meet with the whole course team, module leaders, service backup and administration.

**3.30pm** Assessors meet alone again to discuss course team meeting and prepare provisional concluding feedback. At this point any contentious issues must be raised and acceptance / justification sought from the course leader. Also confirm any 'institution requests' that can be included and supported in the final report.

**4:00pm** Assessors give feedback to course leaders and any senior management.

**4:30pm** Assessors leave

Or are given a tour of the library facilities, meet the librarian and see extra learning facilities. For re-accreditation this library visit is not necessary. Timing will depend on the siting of the library.

**5:00pm** Assessors Leave: This schedule may need to be extended and altered as circumstances dictate.