

JAMES Accreditation Visit Guide - 2022/23 **Including Pre-Visit Online Meeting**

JAMES has updated its Accreditation visit procedures to integrate the online processes we used during the 2020/21 pandemic. The aim is to use the valuable time assessors and institutions spend together more efficiently and constructively.

1. On receipt of the PO and relevant AC forms, the assessors are chosen and briefed on the Institution to be visited.
2. Documentation received by the assessors, including some student work.
3. Assessors evaluate documentation and review student work.
4. Assessors meet (via Zoom, or similar) to discuss the documentation, their impression of the course and the student work. Assessors then set out what they intend to consider during accreditation and any possible division of labour in evaluating materials.
5. PRIOR to the site visit, a Zoom meeting is held with the assessors, course leader(s), their team and other key personnel.

At the online meeting, following introductions, the assessors will familiarise themselves with the course(s) in more detail, with those delivering them and raise any issues that might be seen in the submitted documents.

Based on the outcome of the online meeting, any adjustment to the site visit schedule (below) can be put forward, such as a desire to meet with a specific tutor or see something related to the course but not part of the course (such as a live event facility).

This is where the initial assessment of the course will take place, freeing the site visit to confirmation of conclusions established to this point.

6. This is a suggested format for the **Site Visit Schedule** - plus, any specific requests made as a result of the pre-visit Zoom

10:00 Arrival and introductions.

10:15 Meeting with course team and those not involved in the preliminary zoom call such as marketing, senior administrators, librarian lead (set time).
NB - please provide someone to take general Notes for the Assessors.

11:15 Tour of the teaching and studio facilities, including the service department, and the Library.

13:00 Lunch with invited students & course team.

13:30 Student interviews.

14:30 Assessors shown student work by a staff member such as example videos and audio submissions (preferably in a studio).

15:00 Assessors meet to discuss any issues that have come to light during the visit.

15:15 Full course team meeting and feedback – second meeting after the pre-visit zoom.
NB - please provide someone to take general Notes for the Assessors.

16.00 Departure (approx.)

Following site visit

7. Assessors exchange conclusions, creating a list of issues to cover with the course leader/team (if necessary).
8. If deemed necessary, a further zoom meeting with course leader and any other relevant personnel can be organised, where issues are raised and acceptance/justifications made by the course team.
9. Assessors create AC5 comments word file for Basecamp project.
10. Final report written, approved and sent to Institution.