

# Rating process for QA Outcomes

## Applies to Degree Monitoring, Assuring Consistency, Programme Review

Stage	Overview	Notes
<div><div>An outcome report from one of the following QA processes is received:<ul style="list-style-type: none"><li>- Degree Monitoring</li><li>- Assuring Consistency</li><li>- Programme Review</li></ul></div><div>Programme Team reviews report, creates action plan</div><div>Report and Action Plan considered by PAQC</div><div>PAQC Evaluates outcome and Action Plan – determines rating</div><div>Oversight Report updated</div><div>PAQC regularly reviews “Follow Up” rating</div></div>	<p>Reports are received, and reviewed by the APM/ Programme Coordinator, who consults with the programme team on any actions required and develops the action plan</p> <p>PAQC considers the Final Report and whether</p> <ul style="list-style-type: none"><li>- the action plan covers all relevant actions (specified or in-text)</li><li>- the action plan is SMART</li></ul> <p>PAQC’s oversight role requires it to evaluate the report and the Action Plan using the QAB approved rubric (link on relevant PowerBI report) and determine a Rating</p> <p>The Ratings are recorded in the PAQC Minutes and notified to Te Korowai Kahurangi by the PAQC Secretary who arranges the update of the Oversight Report</p> <p>PAQC maintains oversight of and is accountable for progress against the actions and notes/ minutes any changes in “Follow Up” Rating. Follow up on progress should occur at least six weekly</p>	<p>Depending on the report, there may be a draft and/or final report which is received by the School or Te Korowai Kahurangi</p> <p>Te Korowai Kahurangi is available to support the development of the action plan, on request</p> <p>All Ratings must be supported by a short rationale. Where Action Plans are not sufficiently SMART, they must be rated and the plan resubmitted. Te Korowai Kahurangi is available to support PAQCs to evaluate the outcomes. PAQCs should also consider the value of the report and whether the author should be retained in for the next review. The rating (and rationale<sup>1</sup>) is reported to the Quality Alignment Board and Academic Committee.</p> <p><sup>1</sup> The rationale must be no longer than 20 words</p> <div><div>Quality Assurance Oversight Report</div><div><div>Degree Monitoring Report</div><div>Rating Rubric</div></div><div><div>Programme Review Report</div><div>Rating Rubric</div></div><div><div>Assuring Consistency Report</div><div>Rating Rubric</div></div></div> <p>Use the links above or navigate to: PowerBI → Institutional Reports → Academic Quality → Academic Quality Oversight</p>

Guidance on creating an Action Plan available on the Nest:  
<https://thenest.unitec.ac.nz/TheNestWP/teaching-and-research/te-korowai-kahurangi/evaluation-and-review/action-planning/>