Annual Review of Courses
Reflecting on the academic year 2019-20

An Annual Review of Courses (ARC) report must be approved by the relevant Head of Department (or Heads in the case of a joint course) before being submitted to the Deputy Dean (Education) via Quality and Academic Development (quad@essex.ac.uk).

Purpose:
- To review and evaluate the course to inform quality assurance and enhancement
- To develop action plans that ensure the enhancement of the courses under review
- To ensure excellence in the quality of education
- To identify and share good practice and lessons to be learned, particularly in the unique circumstances of the 2019/20 academic year.

Highlighted areas are pre-populated for each department

<table>
<thead>
<tr>
<th>Name of department solely or principally responsible for courses under review</th>
<th>Date report discussed by Department</th>
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<tr>
<th>Courses to which this report applies</th>
<th>Number of students on the course (all years of study) in the year under review</th>
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<th>Report author(s)</th>
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Head of Department

Name ____________________________________________

Signature ________________________________________

(I confirm that the information provided in this report is a true and accurate record)

SUBMISSION DEADLINE:

Undergraduate: By noon on Wednesday 18 November 2020

Postgraduate: By noon on Wednesday 3 February 2021

Please note that the Deans will be reviewing these reports and providing the Faculty Education Committee with an overview at their meetings on 2 December 2020 (UG) and 24 February 2021 (PG). It is therefore essential that these reports are submitted by the deadlines above, or earlier where possible.
Section 1: Action plan update since last year’s Annual Review of Courses

Please add rows as necessary.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Action</th>
<th>Means of measuring impact and achievement of objective</th>
<th>Responsibility</th>
<th>Timescale</th>
<th>Progress to date</th>
<th>Action carried forward (Y/N)</th>
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Please state the action taken as an outcome of last year’s Annual Review of Courses

Please ensure that updates are provided for all objectives identified in last year’s Annual Review of Courses, as well as objectives that are still outstanding from the Annual Review of Courses from previous years. Please indicate where objectives are being carried forward, and ensure these are included in Section 4. We recognise that some previous objectives may not have been possible or appropriate in the particular circumstances of 2019/20; please note where this is the case, offering details as appropriate.
Section 2: Strengths and enhancements

The following points should be considered during the course review and enhancement meeting(s) within your department, and when completing this section:

- All departments and most courses will have seen significant impacts and changes as a result of the measures surrounding the COVID-19 pandemic. It is expected that this will be discussed in this section, with reflection on the challenges faced and the ongoing impact of these. Departments are also encouraged to identify examples of good practice, including lessons learned, that could be shared across the University.
- Use as evidence, as available, the relevant Performance Indicators, NSS, SVG, SAMT, UKES, progression, retention and achievement data, equality and diversity data, employability data, External Examiner reports, and any other departmental monitoring systems in place, including variation in course performance across different subject/disciplinary areas.

Please indicate in brackets where comments link to the action plan. Where you have indicated that further work is required, an objective and action should be generated in the 2019/20 action plan.

Overview of strengths and enhancements

1. What has been successful this year, including areas of good practice that could be shared? (If relevant, please include links to online material). Please highlight particularly examples of successful changes to courses and delivery that could be shared more widely.
   What good practice has been shared within and outside the department (this could include areas where commendations were set by periodic review and validation/course approval panels)?
   Please also highlight any good practice from other departments or other institutions that you have introduced or adapted.

2. Discuss the specific challenges that you have faced this year, noting areas that will require monitoring in the forthcoming year? What steps or processes have you used to resolve issues or overcome problems, and to measure the impact of actions taken? Have lessons been learned that could be shared more widely across the University?

External engagement

3. Please highlight how external feedback (for example, from professional, statutory and regulatory bodies, external examiners, employer advisory boards or other employer or industry representatives or any other external input as relevant) on the course(s) has been considered and acted upon.
Student engagement

4. Please highlight how student feedback on the course(s) and modules has been considered and acted upon.

Equality, diversity and inclusion

5. Drawing on relevant evidence, what differences or specific impacts, if any, have you identified in respect of the progression, retention and achievement for groups of students who share a particular characteristic (for example those who identify as BaME, female/male students, disabled students, mature/young students, participation of local areas (POLAR) classification groups, and other protected characteristics)?

What have you done to address this and to embed inclusive practice in 2019-20?

What further steps are planned for the 2020-21 academic year to continue and further promote inclusivity and best practice, and enable all students to reach their potential?

Response to Periodic Reviews and course approvals in the last 12 months

6. For the first report after a Periodic Review or course approval, include a summary of the response to each condition and recommendation where appropriate, and indicate whether the response has been approved or work is ongoing.

In subsequent years, updates should be provided via other relevant sections of the ARC report.

Provision eligible for periodic review in 2020-21

7. The following provision is eligible for periodic review in 2020-21:

- XX
- XX

Please comment on these courses, reflecting on course-specific data, external feedback, and student feedback as appropriate.
## Section 4: Action plan

Please outline the actions for the 2020/21 academic year
When agreeing on objectives and actions, please keep in mind that there needs to be an effective means of measuring the impact of actions and whether the objective has been achieved.

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<thead>
<tr>
<th>Objectives carried forward from previous years</th>
<th>Action</th>
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<th>Action</th>
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**Document owner**  
Quality and Academic Development

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Quality and Academic Development

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Quality and Academic Development Manager – Ceri Law

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