

QUESTIONS FOR THE UK INSTITUTIONAL LEVEL INTERVIEW

INTRODUCE YOURSELF

Briefing and consent

I would like to confirm that I am here from Leeds Metropolitan University as part of the ASSIMILATE research project, which is investigating how students on taught Masters' level programmes are assessed. The project will involve around 50 higher education institutions, both in the UK and internationally.

The interview will form part of my BA (Hons) Journalism course and I will produce assessed news items and case studies for use on my course, and to inform the research project. The areas which I will explore are outlined in the information which you have received. Both the research and degree assignment may lead to academic and scholarly work which will be disseminated and published in a variety of media, including the worldwide web. Our aim is to disseminate information about current practices and to make recommendations for future best practice in the sector.

I will be recording (videoing) our interview in order to help accurately reflect our discussions, and produce items for dissemination. This dissemination may include quotes and vignettes of our interview. However, if there is anything that you wish to say, or discuss, in confidence then please indicate this at the appropriate time during the interview. Any articles which I produce will be reviewed by my tutors and the final editorial control will remain with the project board. We may come back to you for clarification on any points at a later date, and you will be able to view any material prior to publication.

You can, of course, withdraw from the research or interview at any time.

Are you happy to go ahead?

Introductions

[Ask interviewee to introduce themselves (name, position, institution)]

1. Can you please give me some brief information about your university and where it is positioned in the higher education market?
2. Do you have any supporting information, and could you point me in the direction of the most relevant areas of your university website?
3. What are the special features of your university?
4. Can you please give me an overview of your institutions' strategy for assessing students on taught Masters programmes?
5. Can you talk me through the approval process in relation to taught Masters programmes?
6. Is the strategy published in a document that is available either online or in a printed format which I could access?
7. What quality assurance processes does the institution have that impact upon the ways in which you assess students on taught Masters programmes?

8. How do you ensure compliance with the Quality Assurance Agency (QAA) guidelines?
9. Can you briefly outline the approval and validation processes that your academic staff need to follow if they wish to review or redesign the assessments which they currently have in place?
10. What limitations, if any, are imposed by professional bodies in any of your subject areas relating to your taught Masters programmes?
11. What works well for your institution in terms of M-level assessment?
12. Are there any taught Masters programmes in your university that you feel are assessed in particularly interesting or innovative ways?
13. If you could change one thing, in terms of assessment on taught Masters programmes, what would it be and why?
14. Can you give me a contact for a taught Masters course/programme leader in a subject area which has a traditional assessment and one which has less traditional assessment, to whom I could speak?
15. Is there anything that I have not covered which it would be useful for me to know?
16. If we need to come back to clarify any issues at a later stage, would you be happy to do this via email or phone?