

DRAFT QUESTIONS FOR THE INSTITUTIONAL LEVEL INTERVIEW – MAY BE MODIFIED BEFORE STUDENT USE

INTRODUCE YOURSELF

Briefing and consent

I would like confirm that I am here from Leeds Metropolitan University as part of a research project that will investigate 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. What are the special features of your university?
3. Can you please give me an overview of your institutions' strategy for assessing students.
4. Is the strategy published in a document that is available either online or in a printed format which I could access? [may not need to ask this if the document has already been made available].
5. What quality assurance does the institution have in place that impact upon the course/programme assessment regimes?

6. How do you ensure compliance with the Quality Assurance Agency (QAA) guidelines?
7. Can you briefly outline the approvals and validations your academic staff need to follow if they wish to review or redesign the assessments which they currently have in place?
8. What sorts of limitations on assessment are imposed by professional bodies in any of the subject areas?
9. What works well for your institution in terms of M-level assessment?
10. Are there any programmes in your university that you feel are assessed in particularly interesting or innovative ways?
11. If you could change one thing, in terms of m-level assessment, what would it be and why?
12. Can you give me a contact for a course/programme leader in a subject area which has traditional assessment, and one which has less traditional assessment, whom I could speak to?
13. Is there anything that I have not covered which it would be useful for me to know?