

GLASGOW KELVIN COLLEGE**Academic Board – 05 September 2025****2025-26 College Quality Cycle****Report by Quality Enhancement and Development Manager****1. Introduction**

As part of the College's Quality Assurance processes, it is necessary that we review and update, where appropriate, our policies and procedures on a regular basis. A number of college documents which are owned by the Academic Board are now due for review and renewal.

2. College Documents Due for Renewal

The following college documents are now due for renewal:

1. [Assessment Alternative Arrangements Process](#)
2. [Assessment Re-Assessment Procedure](#)
3. [Assessment Sites Not Owned or Managed by GKC](#)
4. [Conflict of Interest in Assessment](#)
5. [External Examination Contingency Plan](#)
6. [Recognition of Prior Learning](#)
7. [Learner Academic Appeals](#)
8. [Internal Verification Policy and Procedures](#)

2.1 Recommendations

The documents listed above have been reviewed by the Senior Quality Managers' Forum. The recommendations from the Forum are that the Assessment Re-Assessment Procedure is modified to include reference to the need to use Impero software, or equivalent, when conducting closed book assessments on computers. The recommended amended wording for section G is as follows:

Use of Word Processors in Closed-book Assessments

When a PC lab is being used by a class lecturer to conduct a closed-book assessment, appropriate security measures, such as Impero software or similar, must be put in place to ensure that adequate invigilation can be facilitated.

When a class assessment is conducted using paper-based assessments, students will not be permitted to use a word processor, unless they have completed a Needs Assessment with an appropriately qualified member of staff. The process for completing a Needs Assessment is as follows:

- *A student will either complete a self-disclosure of a learning need, or will be referred to Learner Support by a member of staff.*
- *An appropriately qualified member of the Learner Support team will meet with the student and carry out a Needs Assessment.*

- *Learner Support staff will agree support strategies with the student.*
- *Recommendations, such as a reader or ICT support, must be fully justified with supporting evidence. This evidence will typically consist of documented medical history, previous support arrangements, or discussions with staff and the student.*
- *Recommendations from the Needs Assessment will be shared and implemented by appropriate teaching staff.*
- *Appropriate security measures, such as Impero software or similar, must be put in place to ensure that adequate invigilation can be facilitated.*
- *The recommendations will be reviewed at the end of each teaching block and will be amended, if necessary.*
- *Students will only be permitted to use a word processor during any end of year examinations if there is clear evidence that it is their usual method of working.*

It is further recommended that the other seven documents should be renewed without change.

3. Impact on Students

Regular review and renewal of our College documents helps to ensure that our students are provided with a high quality experience in accordance with the frameworks in which the College operates.

4. Resource Implications

There are no significant additional resource requirements associated with this report.

5. Equalities

There are no significant equalities issues associated with this report.

6. Risk and Assurance

This report provides assurance that the College is seeking student feedback on the services it provides and using student views to inform and improve our service delivery.

7. Data Protection

There are no specific data protection issues arising in this report.

8. Environmental and Sustainability

There are no specific environmental and sustainability issues arising from this report.

9. Recommendations

Members are recommended to note the contents of the report.

10. Further Information

Members can obtain additional information on the contents of this report from John Gallagher, Quality Enhancement Manager (jgallagher@glasgowkelvin.ac.uk) or Robin

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Curriculum and Quality Enhancement

Glasgow Kelvin College
JG/RA
Date: 21/02/2024

Appendix 1

2025-26 Quality Cycle

2025-26												
Month	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Quantitative information			Stop and Check Survey			Learner Experience Survey	Internal Stakeholder Survey	External Stakeholder Survey	Student Satisfaction Survey	Service Area KPIs	Course Success Rates	
Qualitative information		Focus Groups (students and staff)										
Faculty Evaluation		Curriculum Manager Annual Review Activity										
		SCM Evaluations	IMPACT Plans									
		Director At Risk Reviews										
Support Evaluation		Support Service Evaluations						Organise Service User Feedback		Support Service Evaluations		
College Evaluation		College Self-Evaluation and Action Plan (SEAP)										
Institutional Led Quality Review				Institutional Led Quality Review 1 (ILQR)				Institutional Led Quality Review 2 (ILQR)				

(New or revised items in red font)