

Scoping the review

56 Approximately eight months before the Main Review Visit takes place, a QAA Review Manager will meet with representatives of the institution for a scoping meeting. This would normally include the institution lead(s) for the academic quality of learning and teaching and a Lead Student Representative. It is intended to explore the operating context of the institution, its plans and reflections on the key challenges it faces (see **Annex B: Scoping meeting for scoping meeting content**).

57 The scoping meeting will inform the following:

- **Review team composition:** The review team comprises a core of four reviewers including a student reviewer (see **Annex G: Review team size and composition**) and the institution will be invited to advise on the category of reviewer(s) (see 'Key roles in TQER' - paragraphs 88-91) that they think would be of most value for the remaining member(s) of the review team.
- **Review visit(s):** A review will involve two visits by the review team to the institution: an Initial Review Visit, comprising meetings with the institution's leaders and then focusing on meetings with a broad, representative range of students; and a Main Review Visit, which will comprise meetings with a range of the institution's stakeholders including students, internal staff and external stakeholders (see 'Key stages in the TQER method' - paragraphs 100-110). The precise timing and length of each of these, and the online/hybrid/in-person nature of each of them, will be discussed with the institution, taking account of context including number and nature of campuses and students.
- A **review specification**, developed by the QAA Review Manager and shared with the institution, based on the method set out in this Guide and drawing on the scoping meeting, will set out the terms of the review, including the arrangements to support tailoring the review to an institution's context (see **Annex C: Review specification exemplar for**

review specification template). The review specification will outline the areas identified by the institution as key topics which will support institutions to gain optimal value from the review by focusing on these areas.