

Central Film School

2025/26

Central Film School

Monitoring, Review, and Evaluation Policy

1. Introduction

- 1.1. Central Film School's Monitoring, Review, and Evaluation Policy outlines the mechanisms through which the School audits its educational delivery to safeguard academic integrity and bolster the caliber of its programs as part of the Quality Framework.
- 1.2. Through monitoring, review, and evaluation processes within our management and governance structure and across academic delivery, the School ensures a proactive approach to enhancing both our curriculum and the overall student journey.
- 1.3. This policy is designed to meet the benchmarks of the UK Quality Code for Higher Education and ensures full adherence to the Office for Students (OfS) ongoing conditions of registration regarding quality and standards.
- 1.4. The key principles of this Policy are as follows:
 - Monitoring and review activities are conducted through a standardised, systematic schedule to ensure all academic areas are evaluated routinely.
 - Actions are guided by empirical evidence, utilising concrete data and stakeholder feedback to drive decision-making.
 - Our processes are conducted openly, fostering a culture of honest reflection and institutional progress.
 - Insights from external stakeholders and experts are essential to the validation and refinement of our provision.

- We actively capture and apply the Student Voice to ensure learners play a pivotal role in evolving the educational experience.
- Our review methods are flexible enough to respect the unique requirements of different disciplines while maintaining equivalent standards across the School.
- Evaluation processes are designed to identify opportunities for promoting and embedding equality, diversity, and inclusion.
- We operate on a loop of continuous assessment; the impacts of previous enhancements are themselves monitored to ensure they are delivering the intended benefits.

1.5. This Policy applies to all provisions leading to a Central Film School award, or the award of Central Film School credit.

2. Management & Governance

2.1. Monitoring, review and evaluation activities are supported by Central Film School's Management & Governance structure and the regular meeting of relevant committees and boards such as:

- Board of Directors
- Academic Board
- Courses Board
- Resources Board
- Quality & Registry Committee
- Learning & Teaching Committee
- Student Council

2.2. The Board of Directors is the governing body of Central Film School and retains ultimate responsibility for the management, sustainability and strategic direction at all centres and the Academic Board maintains ultimate responsibility for academic standards at all centres.

2.3. These boards are supported by the Course Boards, Student Council, and Resources Board with the New Programme Development Board being instituted as and when a new programme proposal and business case is approved.

2.4. Key staff from all centres will form part of the membership of relevant committees and can form working groups to support them in their monitoring, review, evaluation and reporting duties to these committees. Management Committees will provide consistent oversight and support to these staff through:

- routine monitoring
- annual reporting
- regulatory alignment
- cross-border compliance checks
- legal liaison
- equivalence audits

- 2.5. These Boards and Committees ensure that activity is aligned with the institutional strategy, activity is evidence based and data informed, and actions are planned and reviewed accordingly.
- 2.6. Review and evaluation is also captured during the Annual Internal Review, which includes participation from all management committees, which culminates in the publication of the annual consolidated enhancement plan.

3. Student Voice

- 3.1. The Student Voice is an integral part of monitoring, review and enhancement activity and this is supported by:
 - Regular student surveys to assess the student experience and module delivery
 - Participation in the National Student Survey and the review of this data
 - Facilitation of the Student Council and Student Representatives, their training, and their engagement at key decision making boards such as the Academic Board and the Courses Board and other student voice mechanisms such as mid term course committees.
 - Consultation of students during programme design and approval
- 3.2. Student Representatives, such as those at other CFS centres, will participate in cross-centre Student Councils, Course Boards, Resources Boards and Academic Boards via remote attendance.

4. Externality

- 4.1. Central Film School makes scrupulous use of external experts and frameworks to enhance the monitoring, review, and evaluation of its processes and programmes. This includes:
 - Utilisation of External Examiners at Exam and Awards Board to benchmark assessment outcomes with sector expectations and standards
 - Review of External Examiner feedback at Exam and Awards Boards and annual reports
 - Facilitation of the Advisory Committee to gather feedback, advice, and guidance from industry experts
 - Inclusion of external experts during programme design and approval
 - Alignment with the QAA's UK Quality Code for Higher Education, Framework for Higher Education Qualifications, and Subject Benchmark Statements

5. Annual Course Actions Plans

- 5.1. Course Actions Plans form an integral part of the quality assurance cycle at Central Film School.
- 5.2. These documents capture key data from various sources, across all delivery sites, that should inform the focus and actions for each programme for the next academic year. This includes:
 - National Student Survey results
 - Retention data
 - Employment data
 - Module feedback
 - Attainment
 - Key themes from mitigating circumstances, appeals, and complaints
- 5.3. These are submitted to the Courses Board at the start of each academic year and reviewed on a termly basis to ensure their currency and that positive steps are taken towards each action.

6. Programme Design, Module Modification and Revalidation

- 6.1. Central Film School's programme design, module modification, and revalidation policies and associated procedures ensure the consistent monitor, review, and enhancement of its programmes.
- 6.2. Programme design is a rigorous multi-stage process that includes evidence based, data informed decisions that takes into account the student voice, external expertise, and alignment with external frameworks, sector best practice, and regulatory requirements.
- 6.3. All centres are required to comply with the Programme Design & Approval Process with new programme approvals and business cases being reviewed by the central Quality & Registry Committee before being tabled and approved at the Academic Board. New programmes to be run at additional centres will require a site visit to determine feasibility of facilities and resources.
- 6.4. Programme approval at International Centres will additionally require:
 - International Delivery Risk Assessment
 - Legal and regulatory compliance review
 - Facilities and resources inspected either in person or via hybrid visit
 - Confirmation that any local educational licensing requirements have been met

- 6.5. Module modifications allow for changes to programmes to ensure their currency and quality following monitoring and review as a result of the quality cycle.
- 6.6. Central Film School's revalidation policy ensures programmes are reviewed periodically and allows the Academic Board or Quality & Registry Committee to trigger an early review to mitigate serious concerns

7. Risk Management

- 7.1. Central Film School maintains and reviews a central risk register governed by the Academic Board.
- 7.2. All centres are required to update their internal risk registers on an annual basis.
- 7.3. International centres have a higher inherent risk level and will therefore maintain a separate International Centre Risk Profile, covering:
 - cross-border data protection
 - local political, economic, or regulatory changes
 - international staffing stability
 - exchange rate exposure
 - local student recruitment volatility

8. Additional Centres delivering Central Film School degrees

- 8.1. Central Film School may operate additional centres which deliver programmes that will comply with central Academic Frameworks, curriculum, associated policies and regulations. CFS does not operate franchising or validation arrangements.
- 8.2. One Academic Framework, Differentiated Application
 - All Central Film School delivery centres use the same core Academic Framework and regulations, with adjustments only where required by local law (international centres).
- 8.3. Regulatory Compliance
 - UK centres must comply fully with OfS, the UK Quality Code, and Equality Act 2010.
 - International centres must comply with UK regulatory requirements and any relevant local laws (e.g., employment law, data protection, educational licensing).
- 8.4. Parity of Standards, Contextualised Experience

- Standards and academic integrity are identical across all centres.
- Student experience remains equivalent but may differ in delivery mode, local partnerships, or facilities due to geographical context.
- All centres will use centrally approved course and module descriptors as developed by the central Learning & Teaching Committee and Course Boards and approved by the Academic Board.
- All academic staff at CFS centres must meet the School's academic criteria and UK expectations for HE teachers in line with the Staff Recruitment Procedure. For international centres, this will include compliance with local employment law that governs contractual arrangements and additional professional equivalence checks.
 - Mandatory induction for Academic Staff will be arranged covering:
 - CFS Academic Regulations and policies
 - Assessment standards
 - Inclusive teaching and principles of Universal Design for Learning
 - Academic integrity
 - Use of Learning resources
 - CPD processes and participation
 - International staff will receive additional training on:
 - UK QA expectations
 - UK accessibility frameworks
 - cross-cultural inclusive practice

8.5. Mission Alignment

- All centres must uphold CFS's mission, particularly amplifying under-represented voices in the screen industries and engaging with local communities.

8.6. Additional centres will be required to submit monthly, termly, and annual reports as per below.

- Monthly:
 - Student concerns log
- Termly:
 - Teaching observations
 - Assessment reporting (Submission of verified and moderated assessment outcomes for the term)
 - Centre management committee minutes to central management committees

- Course Committee Actions to Course Boards
- Annually:
 - Annual Centre Quality Report including:
 - Responses to External Examiner feedback
 - Responses to student feedback analysis
 - Centre Risk Register update
 - Staff performance and CPD review

8.7. Each centre will undergo a Periodic Review organised by the Quality & Registry Committee on a 5 year cycle for UK centres and a 3 year cycle for international centres which is reported to the Academic Board. This includes a full review of:

- academic standards
- programme performance
- staffing and resources
- compliance with UK and local regulations
- international equivalence testing

8.8. Centre Audits will be carried out on a regular basis as per the table below

Audit Type	UK Centres	International Centres
Academic Audit	Every 24 months	Every 12-18 months (with cross-border equivalence checks)
Resource Audit	Every 24 months	Every 12-18 months (includes export controls, local standards)
Compliance Audit	Every 24 months	Every 12-18 months (UK + local regulations)

8.9. If, through annual monitoring, an internal audit, or period review it is deemed that a centre's performance is unsatisfactory, the Academic Board reserves the ability to enforce enhanced monitoring through a designated action plan.

8.10. If risks escalate further and become critical, the Academic Board can suspend or withdraw a centre and trigger a teach-out plan.

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